

**Instructions:**

For **Faculty Discretionary Leave**, this form needs to be completed by the Department, signed by the Division level then submitted to the Executive Level for approval along with the employee request letter and support letter from division head.

For **Staff Discretionary Leave**, this form needs to be completed by the Department, signed by the Division level then submitted to HRIC for approval along with the employee request letter and support letter from the division head. If approved, Human Resources Benefits (benefits@du.edu) will update the employment status/job record.

For **Military Leave**, this form needs to be completed by the department, signed by the division level then submitted to benefits@du.edu.

Employee Name				Date of Hire	
Employee DU ID				Faculty	Staff
Position #	Suffix #	Home Org #	Home Org Name		
Created by	Date		Phone #		

**Discretionary Leave**

Policy: Appointed, non-union employee's with three or more years of service. <https://www.du.edu/human-resources/employee-support/leaves.html>

**\*\*Attachments Required:**

- **Staff Discretionary Leave: Memo to Human Resources and Inclusive Community requesting approval of leave. Include reason for requesting leave and separate approval memo from manager.**
- **Faculty Discretionary Leave requires Provost approval as well as approval through the Faculty and Educational Affairs Committee of the Board of Trustees.**

All discretionary leaves, whether paid or unpaid must be consistent with University policies. Please check with HRIC Partners regarding policy.

Begin Leave Date	End Leave Date	Paid	Unpaid
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**Comments:**
**Military Leave**

**\*\*Attachment Required: Submit Official Military Orders to HRIC Benefits**

Begin Leave Date	End Leave Date
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**Comments:**
**Approving Signatures**

Department Level	Date	Division Level	Date
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Executive Level	Date	HRIC	Date
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