

MSU DENVER Leave Request and Authorization for Affiliate Faculty and Fee for Service Employees

Submit completed form to the HR Office at pmacgeor@msudenver.edu

Name: _____ MSU DENVER ID: _____

Department: _____ Employment Class: _____

I understand that leave must be requested and approved in advance, where foreseeable. I understand that I am responsible for keeping my supervisor informed of any change in this request.

I request approval for _____ total hours as listed below.

Record dates, times, and number of hours in the blanks before each applicable reason (More information may be required).

Actual Dates and Times

From	To	#Hrs.
_____	_____	_____
_____	_____	_____
_____	_____	_____

Employee Signature _____ Date _____

Supervisor's Signature _____ Date _____

Leave Request forms can be signed and submitted electronically. All forms must be received by HR Department by the 15th of each month to ensure leave is recorded in the appropriate month. If received after this date, leave will be recorded in the following month.

DEFINITIONS

Sick Leave - Eligibility: Employee may use accrued paid sick to be absent for work for the following purposes:

- A. The employee has a mental or physical illness, injury, or health condition; needs a medical diagnosis, care, or treatment related to such illness, injury, or condition; or needs to obtain preventive medical care.
- B. The employee needs to care for a family member who has a mental or physical illness, injury, or health condition; needs a medical diagnosis, care, or treatment related to such illness, injury, or condition; or needs to obtain preventive medical care. An employee may be required to provide documentation of the familial relationship
- C. The employee or family member has been the victim of domestic abuse, sexual assault, or harassment and needs to be absent from work for purposes related to such crime.
- D. A public official has ordered the closure of the school or place of care of the employee's child or of the employee's place of business due to a public health emergency, necessitating the employee's absence from work, not including inclement weather.

Please see the Sick Leave Policy for Temporary, Non-Benefit Eligible Employees for further details.