

LEAVES CENTRALIZATION

Centralized Leave of Absence Process

Human Resources restructured the process for leave of absence requests as part of the HR centralization process. Employees will now submit leave of absence requests directly to a leave specialist using a confidential web form. With this change, supervisors will no longer be responsible for managing leave of absence requests between employees and Human Resources.

Supervisors will still approve vacation, sick time, bereavement, jury duty and volunteer service. Meanwhile, the office of the Provost will continue to handle approvals for sabbatical and prestigious awards leave for faculty.

Submit a Leave of Absence Request for these job-protected leaves:

- Family and Medical Leave Act (FMLA)
- Parental Leave
- Military Leave
- Extended Military Leave
- Personal Leave (Staff)
- Extended Personal Leave (Appointed)

Leave of Absence Request Form

hr.arizona.edu/leave-absence-request-form

