

Workflow Participants										
Type of Leave	Initiator	Approver 1	Approv er 2	Approver 3	Approver 4	Approver 5	Approver 6	Approver 7	Email Notification	Email Notificatio n-FMLA
	Employee, Central HR or		Dept.							
Outside Activity Paid (less than 5 days)	Budget Approver	Supervisor	Head						Budget Approver	
Outside Astivity UnDeid (less then E days)	Employee, Central HR or	Currentieen	Dept.						Dudget Amereuer	
Outside Activity UnPaid (less than 5 days) Research/Instruction/Engagement Travel Paid	Budget Approver Employee, Central HR or	Supervisor	Head Dept.						Budget Approver	
(22 working days or less)	Budget Approver	Supervisor	Head						Budget Approver	
Research/Instruction/Engagement Travel	Employee, Central HR or		Dept.						Budget Approver	
unpaid (22 working days or less)	Budget Approver	Supervisor	Head						Budget Approver	
	Employee, Central HR or									Leaves
Personal Unpaid (22 working days or less)	Budget Approver	Supervisor								Group
	Employee, Central HR or		Dept.							
Personal Unpaid (More than 22 working days)	Budget Approver	Supervisor	Head	Leaves Group					Budget Approver	
	Employee, Central HR or		Leaves							
Military Paid	Budget Approver	Supervisor	Group							
	Employee, Central HR or		Leaves							
Military Unpaid	Budget Approver	Supervisor	Group							
			Dent						Budget Approver & Leaves	
Outside Activity Daid (Mare then E days)	Employee, Central HR or	Rudget Approver	Dept. Head		Dean		CDC	Drovost	Group & Risk Management	
Outside Activity Paid (More than 5 days)	Budget Approver	Budget Approver	пеай	DFA	Dean	Leaves Group	SPS	Provost	(if international leave)	
Outside Activity UnPaid	Employee, Central HR or		Dept.						Budget Approver & Leaves Group & Risk Management	
(More than 5 days)	Budget Approver	Budget Approver	Head	DFA	Dean	Leaves Group	SPS	Provost	(if international leave)	
			licau	DIN	Dean			1100030	Budget Approver & Leaves	
Research/Instruction/Engagement Travel Paid	Employee, Central HR or		Dept.						Group & Risk Management	
(More than 22 working days) Non-Grad	Budget Approver	Budget Approver	Head	DFA	Dean	Leaves Group	SPS	Provost	(if international leave)	
Research/Instruction/Engagement Travel									Budget Approver & Leaves	
Unpaid	Employee, Central HR or		Dept.						Group & Risk Management	
(More than 22 working days) Non-Grad	Budget Approver	Budget Approver	Head	DFA	Dean	Leaves Group	SPS	Provost	(if international leave)	
Research/Instruction/Engagement Travel Paid									Budget Approver & Leaves	
(More than 22 working days) Grad,	Employee, Central HR or		Dept.					Graduate	Group & Risk Management	
Fellowships, Res. Couns.	Budget Approver	Budget Approver	Head	DFA	Dean	Leaves Group	SPS	School	(if international leave)	
Research/Instruction/Engagement Travel										
Unpaid									Budget Approver & Leaves	
(More than 22 working days) Grad ,	Employee, Central HR or		Dept.					Graduate	Group & Risk Management	
Fellowships, Res. Couns.	Budget Approver	Budget Approver	Head	DFA	Dean	Leaves Group	SPS	School	(if international leave)	-
			Dent						Budget Approver & Leaves	
Sabbatical Paid/Partial Paid	Employee, Central HR or	Rudget Approver	Dept. Head	DFA	Dean		SPS	Broyect	Group & Risk Management (if international leave)	
	Budget Approver	Budget Approver Central Staff Entry (DocuSign	neau	DFA	Deall	Leaves Group	5-3	Provost	(in international leave)	
VPR Paid	Central HR	Process for Staff)							Budget Approver	
vi i i i u u		Central Staff Entry (DocuSign							Dudget Appi Viel	
VPR Unpaid	Central HR	Process for Staff)							Budget Approver	
Reduction in Force Unpaid (During 120 day	Department Head, Dean	Central Staff (Cannot be							Payroll, Budget Approver &	
layoff)	Business Office	requested - direct entry)							Benefits Central Group	
	Dusiness Office	requested uncerentry							Benefits central Group	

Quick Reference Guide

Business Leaves Approval Worklfow