

Workflow Participants										
Type of Leave	Initiator	Approver 1	Approver 2	Approver 3	Approver 4	Approver 5	Approver 6	Approver 7	Email Notification	Email Notification-FMLA
Outside Activity Paid (less than 5 days)	Employee, Central HR or Budget Approver	Supervisor	Dept. Head						Budget Approver	
Outside Activity UnPaid (less than 5 days)	Employee, Central HR or Budget Approver	Supervisor	Dept. Head						Budget Approver	
Research/Instruction/Engagement Travel Paid (22 working days or less)	Employee, Central HR or Budget Approver	Supervisor	Dept. Head						Budget Approver	
Research/Instruction/Engagement Travel unpaid (22 working days or less)	Employee, Central HR or Budget Approver	Supervisor	Dept. Head						Budget Approver	
Personal Unpaid (22 working days or less)	Employee, Central HR or Budget Approver	Supervisor								Leaves Group
Personal Unpaid (More than 22 working days)	Employee, Central HR or Budget Approver	Supervisor	Dept. Head	Leaves Group					Budget Approver	
Military Paid	Employee, Central HR or Budget Approver	Supervisor	Leaves Group							
Military Unpaid	Employee, Central HR or Budget Approver	Supervisor	Leaves Group							
Outside Activity Paid (More than 5 days)	Employee, Central HR or Budget Approver	Budget Approver	Dept. Head	DFA	Dean	Leaves Group	SPS	Provost	Budget Approver & Leaves Group & Risk Management (if international leave)	
Outside Activity UnPaid (More than 5 days)	Employee, Central HR or Budget Approver	Budget Approver	Dept. Head	DFA	Dean	Leaves Group	SPS	Provost	Budget Approver & Leaves Group & Risk Management (if international leave)	
Research/Instruction/Engagement Travel Paid (More than 22 working days) Non-Grad	Employee, Central HR or Budget Approver	Budget Approver	Dept. Head	DFA	Dean	Leaves Group	SPS	Provost	Budget Approver & Leaves Group & Risk Management (if international leave)	
Research/Instruction/Engagement Travel Unpaid (More than 22 working days) Non-Grad	Employee, Central HR or Budget Approver	Budget Approver	Dept. Head	DFA	Dean	Leaves Group	SPS	Provost	Budget Approver & Leaves Group & Risk Management (if international leave)	
Research/Instruction/Engagement Travel Paid (More than 22 working days) Grad, Fellowships, Res. Couns.	Employee, Central HR or Budget Approver	Budget Approver	Dept. Head	DFA	Dean	Leaves Group	SPS	Graduate School	Budget Approver & Leaves Group & Risk Management (if international leave)	
Research/Instruction/Engagement Travel Unpaid (More than 22 working days) Grad, Fellowships, Res. Couns.	Employee, Central HR or Budget Approver	Budget Approver	Dept. Head	DFA	Dean	Leaves Group	SPS	Graduate School	Budget Approver & Leaves Group & Risk Management (if international leave)	
Sabbatical Paid/Partial Paid	Employee, Central HR or Budget Approver	Budget Approver	Dept. Head	DFA	Dean	Leaves Group	SPS	Provost	Budget Approver & Leaves Group & Risk Management (if international leave)	
VPR Paid	Central HR	Central Staff Entry (DocuSign Process for Staff)							Budget Approver	
VPR Unpaid	Central HR	Central Staff Entry (DocuSign Process for Staff)							Budget Approver	
Reduction in Force Unpaid (During 120 day layoff)	Department Head, Dean Business Office	Central Staff (Cannot be requested - direct entry)							Payroll, Budget Approver & Benefits Central Group	