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[Home](#) > Faculty/University Staff Leave Without Pay Fact Sheet & Form

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## **Faculty/University Staff Leave Without Pay Fact Sheet & Form** <sup>[1]</sup>

If you are a **faculty member or university staff member (formerly exempt professional)**, you can use the [Leave Without Pay Form](#) <sup>[2]</sup> to elect to either continue or waive benefit selections when taking an unpaid leave of absence from university employment.

Review the [Leave of Absence Fact Sheet](#) <sup>[3]</sup> before filling out the Leave Without Pay Form. NOTE: You must submit paperwork and any necessary documentation by the 10th of the month to ensure your leave goes into effect for that month's paycheck.

**Files:**



[loa-fact-sheet-04.11.2014.pdf](#)<sup>[3]</sup>



[faculty.university-staff-leave-without-pay.pdf](#)<sup>[4]</sup>

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**Source URL:** <http://www.cu.edu/employee-services/policies/facultyuniversity-staff-leave-without-pay-form>

**Links:**

[1] <http://www.cu.edu/employee-services/policies/facultyuniversity-staff-leave-without-pay-form>

[2] <http://www.cu.edu/sites/default/files/Faculty.University%20Staff%20Leave%20Without%20Pay.pdf>

[3] <http://www.cu.edu/sites/default/files/policies/960-faculty/university-staff-leave-without-pay-form/files/loa-fact-sheet-04.11.2014.pdf>

[4] <http://www.cu.edu/sites/default/files/policies/960-faculty/university-staff-leave-without-pay-fact-sheet-form/files/faculty.university-staff-leave-without-pay.pdf>