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EMPLOYEE SERVICES

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Faculty/University Staff Leave Without Pay Form ^[1]

If you are a **faculty member or university staff member (formerly exempt professional)**, you can use the [Leave Without Pay Form](#) ^[2] 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](#) ^[3] 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](#)^[3]



[faculty.university-staff-leave-without-pay.pdf](#)^[4]

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-form/files/faculty.university-staff-leave-without-pay.pdf>