

How-To: Leave of Absence Process

Table of Contents

- 1. Introduction 1
- 2. Staff and Management Employees Application 1
- 3. Supervisor Approval 3

1. Introduction

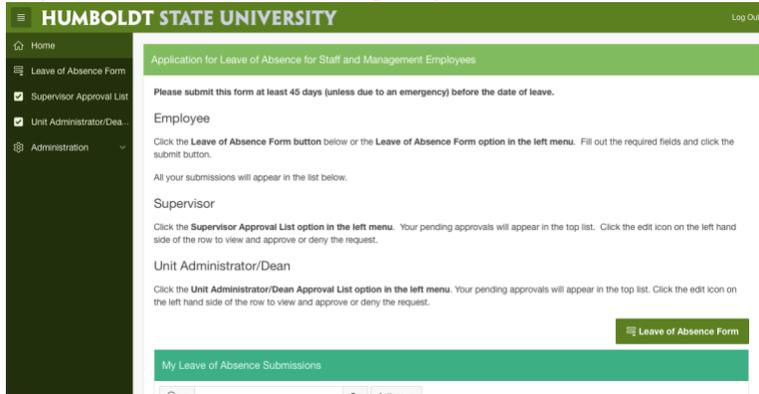
This document explains the procedures for applying for a Leave of Absence as a staff or management employee, and approving the form as the supervisor and the unit administrator or dean.

This is the approval process:

1. Employee fills out application at least 45 days before the date of leave
2. Direct supervisor approves
3. Unit administrator or dean approves
4. Human Resources approves

2. Staff and Management Employees Application

1. Log in to the **Leave of Absence Application** at https://hsu.link/leave_of_absence at **least 45 days (unless due to an emergency) from the date of leave.**



2. Click the **“Leave of Absence Form”** Button.



- 3. The **Leave of Absence Form** will open. Your username, Name, HSU ID and the date of the application will be prefilled. Fill out the rest of the required fields and click the **“Submit”** button. **Please note that by checking the “I approve” checkbox you’ll be digitally signing the form.**

The screenshot shows the 'Leave of Absence Request - Form 107' interface. It features a sidebar with navigation options like 'Home', 'Leave of Absence Form', 'Supervisor Approval List', and 'Unit Administrator/Dean'. The main content area is divided into sections: 'Select Type of Document' (Form 107), 'Employee Details' (pre-filled with user information), 'Leave Details' (with date and reason fields), and a 'Signature' section containing an 'I approve' checkbox. A red box highlights the 'Submit' button at the bottom right, with a red arrow pointing towards it.

- 4. The form will be sent to your immediate supervisor, the one that you selected in the form, for approval. You’ll be sent back to the home page and see a confirmation message.

The screenshot displays a confirmation message in a green box: 'Your request has been submitted for approval from your supervisor. You'll be contacted once it is approved. Thank you. An email was sent to you and your supervisor.' Below the message, the user is returned to the home page, which includes instructions for employees, supervisors, and unit administrators. At the bottom, there is a section titled 'My Leave of Absence Submissions' with a search bar and a 'Go' button.

- 5. Scroll down to see all the applications that you have submitted in the **“My Leave of Absence Submissions”** area. In this area you’ll be able to track the progress of the approval for your

submission.

Leave of Absence Form

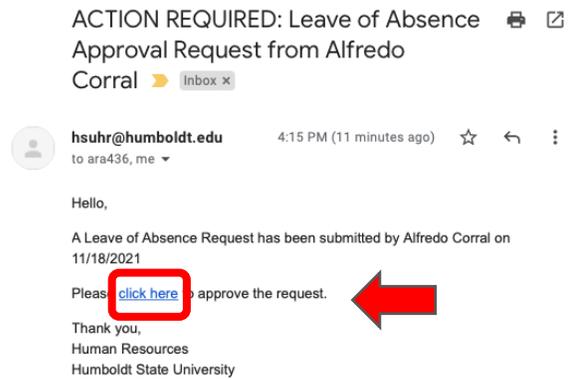
My Leave of Absence Submissions

Application Date	Leave From Date	Leave To Date	Leave Reason	Supervisor	Supervisor Approved	Supervisor Approved Date	Unit Admin/Dean	Unit Admin Approved	Unit Admin Approved Date	HR Approved	HR Approved Date
07/22/2021	07/26/2021	07/30/2021	Partial Leave of Absence (S43)	Ariel Aaron - ara436@humboldt.edu	Yes	07/23/2021	Ariel Aaron - ara436@humboldt.edu	Yes	07/23/2021	Yes	07/23/2021
07/22/2021	08/09/2021	08/13/2021	Leave of Absence Without Pay (S43)	Ariel Aaron - ara436@humboldt.edu	Yes	07/23/2021	Ariel Aaron - ara436@humboldt.edu	Yes	07/23/2021	Yes	07/23/2021
11/18/2021	11/22/2021	11/26/2021	Leave of Absence Without Pay (S43)	Ariel Aaron - ara436@humboldt.edu	-	-	-	-	-	-	-

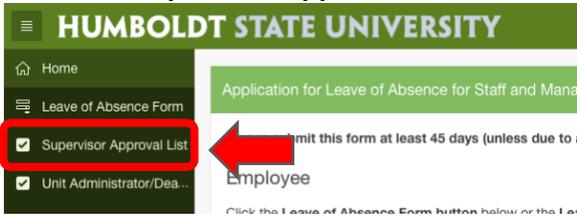
1 - 3

3. Supervisor Approval

1. You will receive an email with a link to the **Leave of Absence Application** site. Click the link to access the site or log in to https://hsu.link/leave_of_absence



2. Click the **“Supervisor Approval List”** menu on the left.



3. The Supervisor Approval page will open. At the top you will see your pending approvals and at the bottom your Approved applications.

HUMBOLDT STATE UNIVERSITY

Pending Approval List

Name	HSUID	Application Date	Leave From Date	Leave To Date	Department	Supervisor	Supervisor Approved	Supervisor Approved Date	Unit Admin/Dean	Unit Admin Approved	Unit Admin/Dean Approved Date
Alfredo Corral	12441894	11/18/2021	11/22/2021	11/26/2021	HUMAN RESOURCES	Ariel Aaron - ara436@humboldt.edu	-	-	-	-	-

Approved List

Name	HSUID	Department	Application Date	Leave From Date	Leave To Date	Leave Reason	HR Approved	HR Approved Date
------	-------	------------	------------------	-----------------	---------------	--------------	-------------	------------------

4. Click the “Edit” icon to the left of the list item that you want to approve.

	Name	HSUID	Application Date	Leave From Date	Leave To Date	Department	Supervisor	Supervisor Approved	Supervisor Approved Date	Unit Admin/Dean	Unit Admin/Dean Approved	Unit Admin/Dean Approved Date
	Alfredo Corral		11/18/2021	11/22/2021	11/26/2021	HUMAN RESOURCES	Ariel Aaron – ara436@humboldt.edu	-	-	-	-	-

5. The form will open as submitted by the employee.

HUMBOLDT STATE UNIVERSITY Log Out

Home
Leave of Absence Form
Supervisor Approval List
Unit Administrator/Dean
Administration

Leave of Absence Supervisor Approval - Form 107

Select Type of Document
Form 107
New Document

Employee Details

Username: ac3999, Name: Alfredo Corral, HSUID: 12441894, Application Date: 11/18/2021
 Department: HUMAN RESOURCES, Division: ADMINISTRATIVE AFFAIRS, Supervisor: Ariel Aaron – ara436@humboldt.edu

Leave Details

Leave From Date: 11/22/2021, Leave To Date: 11/26/2021, Leave Reason: Leave of Absence Without Pay (S42), Amount of Reduction: (S42)
 Explanation: This is a test

Employee Payroll Items TO BE FILLED BY SUPERVISOR

Classification, Timebase (Full Time / Part Time), Employed Continuously Since (If Known), Agency (225), Unit (If Known), Class (If Known), Serial (If Known)

Signatures

Applicant Signature: I Approve Signed by Alfredo Corral on 11/18/2021

Supervisor Signature: I approve / I DO NOT Approve, Are you the Unit Administrator or Dean? (No / Yes)

Cancel, Delete, Apply Changes

release 1.0 Set Screen Reader Mode On

6. After reviewing the information, fill out the “Employee Payroll items TO BE FILLED BY SUPERVISOR” block.

Employee Payroll Items TO BE FILLED BY SUPERVISOR

Classification, Timebase (Full Time / Part Time), Employed Continuously Since (If Known)
 Agency (225), Unit (If Known), Class (If Known), Serial (If Known)

- 7. Select the appropriate options in the “Supervisor Signature” block. If you are also the unit administrator or dean, select “Yes” to the “Are you the Unit Administrator or Dean?” option. Please note that by selecting one of the radio buttons you’ll be digitally signing the form.



- a. If you select “Yes” to the “Are you the Unit Administrator or Dean?” option, a new field set will appear prompting you to approve the form. Please note that by selecting one of the radio buttons you’ll be digitally signing the form.



- 8. Click the “Apply Changes” button to submit the form to the unit administrator or dean. If you selected “Yes” to the “Are you the Unit Administrator or Dean?” option, then the form will go directly to Human Resources. In this case, your approval

