How-To: Leave of Absence Process

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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](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.

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.

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
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

   ACTION REQUIRED: Leave of Absence Approval Request from Alfredo Corral

   hsahr@humboldt.edu 4:15 PM (11 minutes ago)

   To: ara406, me

   Hello,

   A Leave of Absence Request has been submitted by Alfredo Corral on 11/18/2021

   Please click here to approve the request.

   Thank you,
   Human Resources
   Humboldt State University

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

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

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

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