ASU Leave (Non-FMLA) Leave Checklist
Faculty, Academic Professionals

ASU Leave Overview
A benefits-eligible employee may request an ASU Leave (Non-FMLA) of absence for the following:
1.  Personal reasons
2.  Additional time after the employee’s Family Medical Leave has expired
3.  Medical reasons, if not eligible for Family Medical Leave.

Step 1: Request the Leave
- **Request leave:**
  - 30 days prior to the leave for a planned leave, include approximate duration
  - Immediately for an unplanned leave, include approximate duration

- **Notify your School Director or Department Chair**

- **Submit a Service Request through email:**
  - Send an email to: HR_Disability@asu.edu. Use the subject line: Leave Request. Provide your name, employee ID, estimated leave start and end date and phone number. Do not include medical information with the email, confidential or sensitive information should not be disclosed here.

- **Submit the Leave of Absence Request Form:**
  - [Academic Personnel Request for Leave of Absence]
  - Complete all sections of the form and submit the Leave of Absence Request form.
  - Once your request is received, a Human Resources Benefits Partner will contact you.

Step 2: Submit Required Documentation
- **Required Leave Documentation:** submit as specified in the leave packet.

- **Return to Work:**
  - If you are out for your own serious health condition, submit a Health Care Provider Release to Return to Work/Certificate of Illness form five business days PRIOR to your return to work. Failure to provide the form will delay your return to work.
  - If you are not out for your own serious health condition, confirm your return date to your supervisor and Human Resources Benefits five business days PRIOR to your return to work.

Step 3: Time Reporting
- **Time Reporting:** Contact your supervisor and department data time administrator (DTA) to confirm the process and deadlines for reporting sick, vacation and or compensatory time while you are on a leave of absence.

Step 4: Keep Your Employer Informed
- **Leave of Absence Changes:** Notify your Dean and Human Resources Benefits as soon as possible.

- **Leave extension:** Notify your Dean and Human Resources Benefits within five business days PRIOR to your original return to work. You will be asked to provide documentation to support the extension request.

More Information
Leaves of Absence: [https://cfo.asu.edu/leaves-and-holidays](https://cfo.asu.edu/leaves-and-holidays)
HR Forms: [https://cfo.asu.edu/hr-forms](https://cfo.asu.edu/hr-forms)

Questions
Faculty services 480-727-9900 Monday – Friday, 8 a.m. to 5 p.m. Arizona time

Office of Human Resources | Benefits Design and Management
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