



**Request for Leave Without Pay**

Pursuant with CSU-Pueblo’s Leave Use and Reporting policy, effective February 6, 2019, your request for leave without pay requires approval from the President. You must exhaust all applicable paid leave before being placed on unpaid leave.

Employee Name \_\_\_\_\_

Department \_\_\_\_\_

I am requesting leave without pay for the followings dates:

Explanation/purpose for leave without pay:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Pursuant with CSU-Pueblo’s Leave Use and Reporting policy, effective February 6, 2019, your request for leave without pay requires approval from the President. You must exhaust all applicable paid leave before being placed on unpaid leave.

Stop here—employee completes only the top portion of this form. Do not write below this line.

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**Reviewed by President**

Your request for leave without pay for the time period indicated above is:

approved

denied

If there are any changes, you must contact the Office of Human Resources Office as soon as possible at (719) 549-2441.

\_\_\_\_\_  
President’s Signature

\_\_\_\_\_  
Date

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**Received by Human Resources**

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date

Copy: Supervisor  
Personnel file