

# UNIVERSITY OF NORTHERN COLORADO

## LEAVE WITHOUT PAY NOTICE

Today's Date \_\_\_\_\_ Supervisor \_\_\_\_\_

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

ID Number \_\_\_\_\_

Date Leaving \_\_\_\_\_ Date Returning \_\_\_\_\_ Hours

Employee Type  Exempt  Faculty  Classified

University Aide

### Procedure

1. Supervisor must go to the Payroll of Human Resource website to print out the leave without pay form immediately upon notification of needed time off.
2. Supervisor completes above information.
3. Supervisor faxes above forms to the Payroll Department immediately (fax number 1-2852).
4. Untimely notification of leave without pay may result in overpayment to the employee.