Request and Approval Process for A&S Faculty and Professionals - Flow Chart

Requests for Family/Medical Leave, Fellowship Leave, LWOP, Change to Tenure Clock, Retirement, Resignation

1. Employee consults Handbook for applicable policy, may contact Dean's Office for additional guidance

2. Discuss with Dept Chair/Dir/Supervisor

3. Employee Written Request to Chair/Dir/Supv

4. Chair/Dir/Supv endorses to Ewell Dean

5. Ewell Dean

6. Dean A&S

7. Provost

8. BOV approval (if necessary) → Provost responds to Employee, Chair/Supv, Dean

Note: Fellowship requests must include document from agency (i.e., award/funding letter). Dept and Dean may exchange preliminary emails, but formal written request and sequence is still required.

* After Provost approval, employee must also complete FMLA form, signed by doctor, faxed to Human Resources. Family and Medical Leave Act Form can be found on HR Forms site: http://www.wm.edu/offices/hr/forms-topic/