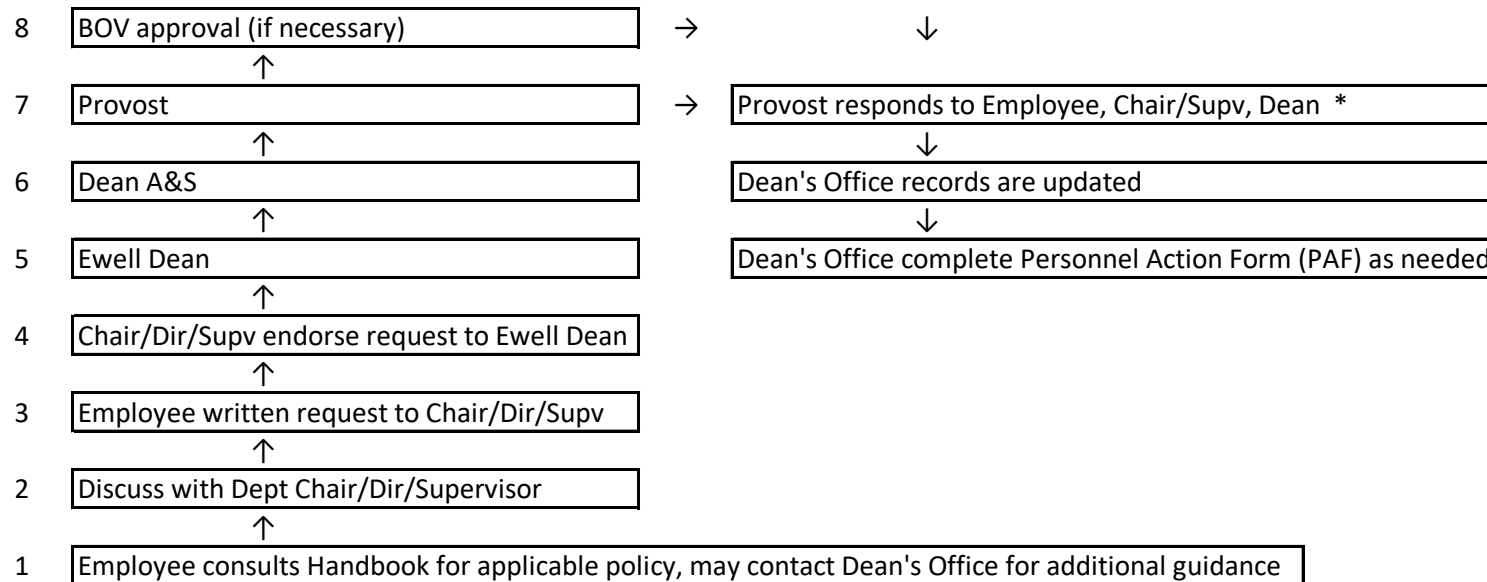


# Request and Approval Process for A&S Faculty and Professionals - Flow Chart

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



\* After Provost approves Family/Medical leave, employee must also complete FMLA form for Human Resources.  
 Family and Medical Leave Act Form can be found on HR Forms site: <http://www.wm.edu/offices/hr/forms-topic/>

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