



**Marshall Fire Administrative Leave Request Form
- Staff and Research Faculty -**

Name:	Employee ID Number:
Department:	Supervisor Name:

Staff and Research Faculty who have been affected by the Marshall Fire disaster shall be granted disaster leave in accordance with the guidelines on the [HR leave website](#). Should an employee require additional leave to address immediate needs following the catastrophic event, they will complete this leave request form and will be eligible for up to 160 hours (4 weeks) of administrative leave, which will be prorated based on their percent of time. Employees who are able to return to their home during the initial 4 weeks of administrative leave shall be granted one additional week from the date they return before being asked to return to work.

Please select one of the following options.

- I have returned to my primary residence but need to request administrative leave to address disaster recovery issues. I returned to my home on _____.
- I am currently still evacuated from my primary residence and am requesting administrative leave to continue to address disaster recovery issues. **I anticipate that I will be able to return to my primary residence in the coming days and/or weeks.**
- I have lost my primary residence and will be unable to return.

Please submit this form to leave@colorado.edu and copy your supervisor. Human Resources will contact you within 3 business days.

Employee Signature

Date