

## **Request for Faculty Leave of Absence Without Pay**

Before completing this form, faculty should consult the appropriate section of the Faculty Handbook, "Leave of Absence Without Pay", and Article 22 of the Collective Bargaining Agreement

NAME	(Last)	(First)	)		D	DATE			
DEPARTMENT/COLLEGE					6	ANK: Assoc. Prof	Asst. Prof		
DEFARTMENT/COLLEGE	-								
TYPE OF LEAVE REQUE		1/2 11/15 otc)	PROFESSIONAL						
ITTE OF LEAVE REQUE		e, 1/2, 11/15, etc.)			L	ATE(S) REQUESTED (	semester, year	, other)	
			PERSONAL LEA	VE 🗌					
PURPOSE OF LEAVE	(additional jus	stification may be	e attached)						
BENEFITS REQUESTED	YES	NO 🗌		fits permitted nal leaves		PREVIOUS APPROVED			
If yes, check appropriate benefit(s) below:						Beginning Date:			
Step accrual	Sabbatical el	ligibility accrual							
Credit toward tenure	Seniority Cre	dit 🛄			CURRENT VISA STATUS				
					None 🗌 Y	′es 🔲 Type			
I understand I must notify Spring semester, upon the			y intent to return to	duty for Fall s	semester or	by October 1 of my inter	nt to return to d	uty for	
				Signature	of Faculty N	lember	Dat	te	
c. A one (1) year ex academic years. I elect to extend my proba Yes ☐ No ☐ If you elect not to request a Article 13.8 of the Collectin days prior to the beginning	tionary period. an extension of /e Bargaining A	f your probationary	period, you still ha	ve the option t a faculty unit	to request it employee to	the President made no	later than thirty	ν (30)	
academic year for the follo a. Leave of Absen b. Personal leave of	wing absences ce for pregnanc of absence with		1) academic year: o provision 22.8		, <b>-</b>				
TO BE COMPLETED BY	THE DEPARTN	IENT CHAIR:							
Recommendation: Ap	prove	Do not approve		Signature of	Departmen	t Chair	Date		
TO BE COMPLETED BY	COLLEGE DEA	N:		J I					
Recommendation: Ap	prove	Do not approve		<u>Cimentum of</u>				Data	
TO BE COMPLETED BY <sup>-</sup>				Signature of				Date	
Recommendation: Ap		Do not approve [			NO OR DES	IGNEE.			
APPROVED BENEFITS	<b>S</b> :								
Step Accrual  Sabbatical eligibility acc	rual	Credit toward ten Seniority credit		Provost and	Vice Preside	ent for Academic Affairs	or designee	Date	
Copies (to be distributed b Original- AVPFA	y the Office of Payroll	the Vice President) HRM (Benefits)	Faculty Me	mber	College	Department			