

LEAVE OF ABSENCE REQUEST FORM

Long-Term Leave (Sabbatical, Extended Leave of Absence, etc. See description in the online Faculty Handbook)

Faculty shall work with the chairs of their departments to plan for leaves sufficiently in advance—at least six months—to permit satisfactory coverage of the faculty member's instructional and administrative responsibilities. The granting of leaves is dependent upon securing a satisfactory replacement to offer instruction and on the department's ability to maintain the services of academic administration. Faculty should not assume a leave is approved until receipt of a copy of this form with the required signatures. See policies on leaves in the faculty handbook at: www.gsd.harvard.edu/academic/faculty\_resources/faculty\_handbook.

I. To be filled out by faculty member requesting a leave:

I \_\_\_\_\_ would like to request permission to be absent from the university for the Faculty Member's Name period of time from \_\_\_\_\_ to \_\_\_\_\_

for a (check one):

Sabbatical Leave \_\_\_\_\_ Professional Leave \_\_\_\_\_
Medical Leave \_\_\_\_\_ Maternity/Parental Leave \_\_\_\_\_
Personal Leave \_\_\_\_\_ Release from Instruction \_\_\_\_\_

for the following reason (attach a separate memorandum describing scholarly / design activities for sabbatical, release from instruction and research leaves):

\_\_\_\_\_  
Faculty Member's Signature Date

II. To be filled out by department chair:

Are replacement faculty needed? Yes ( ) No ( ) If yes, list specific courses and probable candidates for the replacement:

Will this faculty member be using his/her office while on leave? Yes ( ) No ( ) (When a faculty member is out of residence for a semester or longer, GSD reserves the right to enable visitors to use the office.)

How will faculty member be paid during his/her absence?

Full salary for six months \_\_\_\_\_ Half salary for twelve months \_\_\_\_\_ Unpaid Leave \_\_\_\_\_

Approved by: \_\_\_\_\_ Chair Date

III. To be filled out by GSD administration:

If replacements are needed, will all costs, including travel etc., be paid from released salary? Yes ( ) No ( )

If no, what will be the cost to the GSD? \_\_\_\_\_

Approved by: \_\_\_\_\_ Executive Dean Date \_\_\_\_\_ Dean Date

c: Faculty Member
Department Chair
Executive Dean
Office of Faculty Planning