

# LEAVE OF ABSENCE REQUEST FORM

## Long-Term Leave (Sabbatical, Extended Leave of Absence, etc. See descriptions in on-line 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 \_\_\_\_\_ Release from Instruction \_\_\_\_\_  
Medical Leave \_\_\_\_\_ Maternity/Parental Leave \_\_\_\_\_ Tenure Track Associate Professor Leave \_\_\_\_\_  
Personal Leave \_\_\_\_\_

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

*NOTE: Requests for long-term leaves, other than for medical reasons, should be made at least six months before notice of approval is needed. Faculty shall not assume leave is granted until receipt of a copy of this form with signatures of approval.*

cc: Faculty Member  
Department Chair  
Office of Faculty Affairs

(form update 8/31/2018)