**Academic / Professional Leave Application Form**

**(Effective Date: February 14, 2023)**

Complete this application in full and then submit it to the appropriate administrator(s) for approval. Please attach additional documents as needed. Thank you.

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Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_

1. What is the purpose of the leave? What will you accomplish as a result of the leave? What are your unique qualifications?

2. What is the timing (e.g., which semester(s)) and duration of the leave you seek?

3. Why is it important to take this leave now, versus another time such as during your regular sabbatical?

4. Are you seeking approval for the leave to be considered a prestigious leave? If so, who is the partner organization and what is the basis for considering the leave prestigious?

5. Is the request for a paid or an unpaid leave of absence?

6. What, if any, special accommodations are you seeking from your department or college (e.g., release from research, teaching or service obligations, travel funds, salary, etc.) or the university (e.g., salary, insurance benefits, early sabbatical release, etc.)? Please be as specific as possible.

7. Please feel free to share any additional information you believe is important as the university contemplates a decision on your request.

Academic / Professional Leave Application – Approval

Department Chair (if applicable) £ Approved £ Not Approved

Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

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Dean (or designee) £ Approved £ Not Approved

Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

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Provost (or designee) £ Approved £ Not Approved

Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_