



Recommendation for Leave of Absence Form

Name _____ Employee ID _____ Institute Hire Date _____

Title _____ Current Salary _____ Budget Position # _____

College/School or Department/Unit Name _____ No. of Semesters to Date _____

Employee Type: Classified/Staff Research Faculty Academic Faculty

Contract: Academic Yr/9-Month Fiscal Yr/12-Month N/A

Effective Date/Period of Leave Requested: From: _____ To: _____

Type of Leave Requested: Personal Leave Educational/Professional Leave Non-FMLA Sick/Medical Leave

Purpose of Leave (if educational/professional, please include all pertinent details or attach leave agreement):

How will teaching and/or administrative duties be handled (if applicable)?

If request is for Educational leave, it is recommended that leave be granted:

without pay
 with pay for the total amount of \$ _____ divided as follows:

State Funds: \$ _____ Federal/Sponsored Funds: \$ _____ Other: \$ _____

Previous Leaves Granted:

Date: From: _____	To: _____	Type: <input type="checkbox"/> Personal Leave <input type="checkbox"/> Educational/Professional Leave <input type="checkbox"/> Non-FMLA Sick/Medical Leave
Date: From: _____	To: _____	Type: <input type="checkbox"/> Personal Leave <input type="checkbox"/> Educational/Professional Leave <input type="checkbox"/> Non-FMLA Sick/Medical Leave
Date: From: _____	To: _____	Type: <input type="checkbox"/> Personal Leave <input type="checkbox"/> Educational/Professional Leave <input type="checkbox"/> Non-FMLA Sick/Medical Leave

Employee Agreement: I, the undersigned petitioner for leave, do hereby agree that I will return the full amount of compensation received from the Institution while on leave with pay if I should not return to the Institution for at least one year of service after the termination of my leave.

Employee Signature: _____

LEAVE RECOMMENDED BY:

Employee Supervisor/School Chair Date

Head of Dept/Division or Dean Date

AVP of Human Resources (Classified Staff) Date

Provost (Academic Faculty) Date

EVP - Research (Research Faculty) Date