

LEAVE OF ABSENCE REQUEST FORM

Long-Term Leave (Sabbatical, Extended Leave of Absence, etc. See descriptions in the Faculty Policies 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: _____
Administrative Dean/ Faculty Affairs

Date

Dean

Date

NOTE: Requests for long-term leaves, other than for medical reasons, should be made by January of the academic year preceding the academic year in which the leave will be taken. 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 6/25/2020)