UNPAID LEAVE OF ABSENCE REQUEST

Leaves of absences without compensation that are not subject to FMLA may be granted to a faculty or staff member for professional or personal reasons. An unpaid leave of absence is granted for a specific purpose of some duration and for a specific time period. Leave periods are granted in continuous increments of time.

A faculty or staff member may apply for an unpaid leave for professional or personal reasons (see the University's Operations Manual, III–21.2). A faculty member requesting a leave without pay should complete the form and submit to the Department Executive Officer.

New Request ☐ Extension ☐

Name:	Department:
Title:	Date of Request:
Telephone Number:	Supervisor:
Leave Begin Date:	Leave End Date:
Location During Leave:	
Briefly explain reason for Leave without Pay request:	
Employee Signature:	
DEO Signature:	Approval: Yes ☐ No ☐
Associate Dean Signature:	Approval: Yes ☐ No ☐
Special approval by the Area Associate Dean and the Provost is required to extend a leave beyond one academic year for a faculty member.	
Provost Signature:	Approval: Yes ☐ No ☐

If the faculty or staff member takes unpaid leave without fringe benefits, neither the faculty or staff member nor the University can contribute to the TIAA program, due to federal regulations. The faculty or staff member may choose to pay to continue other benefits (including health care contributions and/or contributions to SRA accounts). A faculty member who receives fringe benefits while on unpaid leave must return to the appointment at this University for a period of time specified by the Office of the Provost.