

College of Arts & Sciences

Leave Request Submission Checklist

To be completed by the Department Head and submitted with complete request materials to the Dean's Office

Employee Name:

Department:

Academic Year of Proposed Leave:

Type of Leave:

Proposed Duration:

Required Materials:

Request Form

Leave Proposal from Employee (MUST include information on benefits to the university and additional compensation to be received)

Department Head Memo of Endorsement (MUST include information on how the department will meet student needs)

Fall Funds Requested

Spring Funds Requested

Please note: funds may not be available for one-semester leaves; overall funds requested cannot exceed the amount of salary savings recovered from full-year sabbaticals