

# 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*