College of Arts and Sciences

Leave Request Submission Checklist

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

Employee Name: ______________________

Department: ______________________

Academic Year of Proposed Leave: __________

Type of Leave (Check one and indicate duration):

  _ Sabbatical Leave
  _ Educational Leave WITH Pay
  _ Educational Leave WITHOUT Pay
  _ Personal Leave WITHOUT Pay
  _ Professional Leave WITHOUT Pay
  _ Fall    _ Spring    _ Full Academic Year

Information Provided by Employee

  _ Request form
  _ Detailed description of leave plan (MUST include info on: a) benefit to university and state, b) any additional compensation to be received)
  _ Grants or contracts discussed with Agency

Information Provided by Department Head

  _ Department Head Endorsement (on form and in memo)
  _ Memo on ways in which department will meet student need during leave
  _ Information below on funds needed by department during leave:

    _ Fall funds needed Amount: $________
    _ Spring funds needed Amount: $________

  _ Information below on employee:

    Last leave type: __________ Date: __________
    Year of hire at NMSU: __________

Please refer any questions to Dean's Admin Asst