

# Faculty Leave of Absence Request

**Instructions:** This form should be forwarded to the Dean or Designee for approval. Refer to the second page of this document for procedural guidelines.

**Note: The department is responsible for notifying Benefits Administration on the day that the leave ends. Faculty should ensure that this notification occurs since resumption of benefits will not take place until the Benefits Office is properly notified.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Rank: \_\_\_\_\_ Salary: \_\_\_\_\_

Department: \_\_\_\_\_ Account Number(s): \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Leave is to be effective: \_\_\_\_\_ and ending \_\_\_\_\_

If granted leave, faculty member agrees to return on or before \_\_\_\_\_

The following leave of absence is requested: (Appropriate documentation must be attached.)

- |   |   |
|---|---|
| 1. _____ (115) Personal                 | 6. FMLA (Select one)  |
| 2. _____ (130) Public Service/Political | _____ (120) Birth of a Child / MATERNITY  |
| 3. _____ (127) Industrial               | _____ (116) A serious health condition which makes the faculty member unable to perform the functions of his/her position / MEDICAL |
| 4. _____ (113) Educational              | _____ (125) Faculty member require to provide care to a family member who has a serious health condition / FAMILY                   |
| 5. _____ (126) Military                 | _____ (121) Placement of a child with faculty member for adoption or foster care  |
|   | _____ (135) Paternity   |

Department or School will provide the following compensation:  
 Actual amount of salary to be paid by the university during the leave is \$ \_\_\_\_\_  
 This represents \_\_\_\_\_% of current total compensation.

To continue in pay status, I will use the following accrued time off:  
 \*Nine-month faculty do not accrue vacation time  
 \_\_\_\_\_ Sick Days    \_\_\_\_\_ Vacation Days    \_\_\_\_\_ Floating Holidays

Retirement benefits: \_\_\_\_\_ Yes    \_\_\_\_\_ No

Health Insurance\*\* \_\_\_\_\_ Yes    \_\_\_\_\_ No

\*\* Contact Benefits Administration Office for payment arrangements

Life Insurance to be continued during above period at two (2) times salary  
 \_\_\_\_\_ Yes    \_\_\_\_\_ No

Department or School has made the following arrangements to cover the faculty member's teaching, clinical and/or research responsibilities during this absence:

\_\_\_\_\_

\_\_\_\_\_

Approved: _____	Faculty Member	Date: _____
_____	Chair	_____
_____	Dean (Designee)	_____
_____	Vice Provost	_____

## Faculty Leave of Absence Procedure

**The following procedure will be followed regarding faculty leaves of absence:**

1. A faculty member will request a leave of absence from the department chair.
2. The chair will review the request and make a recommendation to the dean or designee. The chair will recommend which benefits will be continued at the department's expense.
3. If the dean or designee approves the request, the form will be forwarded to the Provost's office (Faculty Affairs on the Gables Campus) for action by the Vice Provost for Faculty Affairs and University administration.
4. If the Vice Provost approves the request, copies will be forwarded to the Benefits Administration Office and the corresponding dean's office.
5. The Benefits Administration Office will process the leave request and send notification to the dean/designee and chair of the benefits costs that will be charged to the department. Benefits Administration will be responsible for the processing of the employer contribution charges to the various departmental accounts.
6. A letter will be sent by Benefits Administration to the faculty member advising him/her of any costs which must be paid by him/her to continue benefits during the leave of absence.
7. When the faculty member returns from leave of absence, Benefits Administration must be notified by the department, faculty member and/or chair so that appropriate forms may be processed and benefits may be reinstated if applicable.
8. An online payroll action must be submitted by the department to return the faculty member from official leave.