

**LEAVE REQUEST FORM**

**FACULTY MEMBER**

I, \_\_\_\_\_, request a

[Sabbatical, Leave Own Charges, Research Leave]

for the following term(s): \_\_\_\_\_

My teaching schedule for the \_\_\_\_\_ academic year will be:

Summer \_\_\_\_\_ Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_

I request this leave for the following reason(s) [attach any supporting documents]:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Have you also applied for a faculty fellowship or senior faculty grant? Yes \_\_\_\_\_ No \_\_\_\_\_

**APPROVALS**

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Dean: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE SUBMIT FORM AND SUPPORTING DOCUMENTS TO  
CHRISTINE DELL'ERBA, HB 6045.**