

# Request for Leave of Absence

Use this form to request leave of absence for faculty who are tenured or tenure-track. Do not use this form to request course release alone. A department teaching plan must accompany your request. Submit to Susan Lee, Manager of Faculty Appointments, 400 Candler Library, [slee05@emory.edu](mailto:slee05@emory.edu), 7-2675.

**This form is to be filled out by the chair in consultation with the person requesting leave.**

## 1. Name of Person Requesting Leave

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## 2. Department

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## 3. Prior Leaves of Absence

a. Semester(s) of most recent leave. Do not include semesters in which the professor received course release only.

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b. Type of most recent leave, e.g., sabbatical, post-tenure, etc.

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c. Funding source for most recent leave, e.g., Emory College, grant, etc.

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d. Semester(s) of last *regular* (sabbatical) leave.

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## 4. Current Leave Request

a. Statement of the purpose of the leave.

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b. List of activities to be carried out over the period of the leave.

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c. Semester(s) of leave requested.

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d. Type of leave requested.

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e. Is this a conditional request? If so, under what circumstances would leave not be taken?

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f. Priority ranking in terms of other requests for leave within your department.

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## 5. Financial Information

a. List the salary source for the leave. If it will be externally funded, list the name of the funding agency and the amount funded.

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b. Additional Costs. List anticipated costs associated with the leave that cannot be absorbed by the department.

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## 6. Indicate How the Course(s) of the Individual on Leave will be Handled.

Number	Title	Projected Enrollment	Required for Major?	Who Will Teach?	Is a Temp Needed?	Replacement Cost for Temp

7. Chair's Recommendation: \_\_\_\_\_ Approve \_\_\_\_\_ Reject

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Chair's Signature (required)