

**REQUEST FOR LEAVE
(Pre-Approval Form)**

Academic Faculty and Administrative Professional Manual

F.1 Absences from Campus

A long standing Governing Board regulation forbids unauthorized absence of employees from the campus. It is the responsibility of the department head to authorize absences of academic faculty and administrative professionals for legitimate purposes and to have available at their offices at all times information on the whereabouts of absent employees, that they may be reached in event of administrative necessity or family emergency. Each individual is responsible for notifying his or her administrative superior of any absence.

Application for leave, the granting of which will require the University to obtain a replacement, shall be submitted at least **90 days** prior to the date on which leave is expected to begin. An academic faculty member or administrative professional whose application for leave is approved to permit him or her to accept temporary employment outside the University shall be responsible for informing the temporary employer that such employment is on the basis of leave granted by the University.

F.3.13 Leave without Pay

Academic faculty and administrative professionals with regular or special appointment may be granted leave without pay with prior approval by the Governing Board. Requests for such leave are to be sent through channels to the President. Academic faculty and administrative professionals on leave without pay shall not be eligible for advancement in rank during the period of the leave. See Academic Faculty and Administrative Professional Benefits and Privileges Handbook regarding continuation of benefit coverage while on leave without pay.

F.3.14 Special Leave

Any request for leave not covered by this Academic Faculty and Administrative Professional Manual, with or without salary or expenses, shall be designated as a special leave. Each case shall be considered on its merits upon recommendation through administrative channels to the President.

Name _____

Date of Appointment at
Colorado State University _____

Present Rank _____

Department _____

Current Salary _____

Type of Leave Requested _____
(<http://www.colostate.edu/Orgs/FacultyCouncil/sectionf.htm>).

Dates of Leave Requested _____

Is the individual currently tenured at CSU? YES NO

If no, please indicate here if the tenure probationary period will be suspended* during the leave period. Please note: A formal request for suspending the tenure probationary period, including justification and dates of suspension, must be attached and signed by the Department Chair and Dean.

Previous Leaves Granted by CSU:

<u>Type</u>	<u>Dates</u>
_____	_____
_____	_____
_____	_____

PURPOSE OF LEAVE:

ARRANGEMENTS FOR COVERING ASSIGNMENTS:

Write a concise paragraph describing the research project and/or the endeavors you will undertake or pursue while on leave. Please state the nature of the proposed arrangement, with any institutions or agencies, with which you will be associated during the leave. Attach copies of letters of invitation and any other documents pertinent to your leave plans.

If you have applied for or expect to receive any compensation, in addition to your leave pay (grants, fellowships, salaries, etc.), state the amount, source, and nature of such compensation.

APPROVED:

Signature of Individual Requesting Leave

Date

Department Chair/Supervisor

Date

Dean of the College/ Director

Date

Vice President

Date

President

Date

**To suspend means to not count the time on leave as part of the usual six year probationary time period
Updated: 9/4/02*