

FACULTY LEAVE OF ABSENCE REQUEST

PART 1: PERSONAL INFORMATION (LOA) Faculty Member to return completed form to department chair.

Last Name:		First Name:		Middle Name:	UMID:
Department:			Department ID:	Title of Position:	Date of Request:

PART 2: FACULTY MEMBER Check the type of leave, supply the required information in writing, and provide attachments as indicated. **Reference Standard Practice Guide 201.30-1, Leaves of Absence.** NOTE: Faculty represented by a Union should refer to the collective bargaining agreement that governs the terms and conditions of their employment for information regarding leaves of absence.

PART 2a: LEAVES APPLICABLE TO FACULTY (Page 2 must be completed and attached.)

**For SSC
Use Only**

LEAVE TYPE	DESCRIPTION	PMOD
<input type="checkbox"/> Duty Off-Campus	Indicate the location and duties to be performed in Sections 4b and 4c. (Refer to SPG 201.90 and Faculty Handbook 16.B.4)	CA (Full) CB (Partial)
<input type="checkbox"/> Intergovernment Personnel Assignment	Attach OF69 Assignment Agreement. Such assignments will be for a specified, limited duration. Indicate the location and duties to be performed in Sections 4b and 4c. (Refer to SPG 201.30-5 and Faculty Handbook 16.B.3)	DJ
<input type="checkbox"/> LEO Scholarly Leave (unpaid)	Indicate the location and duties to be performed in Sections 4b and 4c. (Refer to LEO Contract Article XXXI, Section C, #2)	DZ
<input type="checkbox"/> Outside US Assignment	Indicate the location and duties to be performed in Sections 4b and 4c. (Refer to SPG 201.30-1 and Regents Bylaws, Section 5.13)	IZ
<input type="checkbox"/> Phased Furlough Agreement	Indicate specific plans and effective date of combined retirement furlough and phased retirement plans, only if hired prior to 01/01/1984. Retirement Agreement required, but no PAR transaction. (Refer to SPG 201.81 and SPG 201.83.)	BD
<input type="checkbox"/> Research Leave (unpaid)	Indicate the location and duties to be performed in Sections 4b and 4c. (Refer to SPG 201.30-1)	AK
<input type="checkbox"/> Retirement Furlough	Indicate specific plans and effective date of complete retirement, only if hired prior to 01/01/1984. Retirement Agreement required, but no PAR transaction. (Refer to SPG 201.81 and SPG 201.83)	BB
<input type="checkbox"/> Scholarly Activity Leave	Indicate the location and duties to be performed in Section 4b and 4c. (Refer to SPG 201.30-4 and Faculty Handbook 16.B.2)	DI
<input type="checkbox"/> Teaching Leave (unpaid)	Indicate the location and duties to be performed in Sections 4b and 4c. (Refer to SPG 201.30-1)	AJ

PART 2b: SABBATICAL LEAVES (For the following leave types, Form 36620 Request for Sabbatical Leave should have been submitted by February 1st preceding this leave period. When populating this section, page 2 of this form does not require submission.)

LEAVE TYPE	DESCRIPTION	PMOD
<input type="checkbox"/> Sabbatical Half Normal	Faculty receive 50% of their salary for a full Academic Year. Eff Dt: _____ End Dt: _____ Refer to SPG 201.30-2 Sabbatical Leave (Instructional) (mm/dd) (mm/dd)	DB
<input type="checkbox"/> Sabbatical Normal	Faculty receive 100% of their salary for one term. Eff Dt: _____ End Dt: _____ Refer to SPG 201.30-2 Sabbatical Leave (Instructional) (mm/dd) (mm/dd)	DA
<input type="checkbox"/> Sabbatical Leave	One to twelve months leave with pay, research funding added to increase effort beyond 50% or multiple time periods. Refer to SPG 201.30-2 Sabbatical Leave (Instructional)	CE
	Eff Dt: _____ End Dt: _____	
	Eff Dt: _____ End Dt: _____	
	Eff Dt: _____ End Dt: _____	

PART 3: LEAVE ACKNOWLEDGEMENT AND APPROVAL

Returning to work before the leave expiration date is at the discretion of the University. Benefit plans not continued during the leave (self and dependents, if applicable) will be reinstated upon return from leave into a benefit eligible appointment. Deductions for reinstated benefits will resume.

Faculty Signature:			Faculty Name Printed:		
Approved by Department Head:			Dean/Director or Representative:		
Telephone:	Date:	Uniqname:	Telephone:	Date:	Uniqname:

Name (Last, First, Middle):	UMID:
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PART 4: LEAVE INFORMATION

To be completed by faculty member: Please submit this form to the chair(s)/director(s) of all the units in which you hold budgeted appointments for approval.

Leave Begin Date:	Leave End Date:
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PART 4a: Select one of the following leaves and check relevant boxes *(information required in Part 4b, 4c and/or 4d)*

Duty Off-Campus Leave (DOC) for:

<input type="checkbox"/> One Term	100% Salary Support
<input type="checkbox"/> Two Terms	50% Salary Support
<input type="checkbox"/> Other	

Leave Without Salary (LWOS). Please explain reason for LWOS in Part 4d below.

PART 4b: Location during leave *(information required for Regents' reporting purposes)*

Organization:	City:	State/Country:
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PART 4c: Briefly describe research plans while on leave *(information required for Regents' reporting purposes)*

PART 4d: Briefly explain reason for Leave Without Salary *(information required for Regents' reporting purposes)*

Note: For University Year appointments on a leave at any effort less than 100%, Fall Term Leaves will run from the beginning of the Academic Year (9/1 to 12/31). Winter Term Leaves will run until the end of the Academic Year (1/1 to 5/31). Salary and Benefits will also be altered beginning in July for Fall and ending in June for Winter.

DESCRIPTIONS FOR FACULTY LEAVE OF ABSENCE REQUEST**Duty Off-Campus - Full**

Duties require activities at a site away from one of the three campus locations for a period of one month or more. Indicate the location and duties to be performed in Sections 4b and 4c. (Refer to SPG 201.90 and Faculty Handbook 16.B.4)

Duty Off-Campus - Partial

Duties require activities at a site away from one of the three campus locations for a period of one month or more. Indicate the location and duties to be performed in Sections 4b and 4c. (Refer to SPG 201.90 and Faculty Handbook 16.B.4)

Intergovernmental Personnel Assignment

Attach OF69 Assignment Agreement. Enter into agreements with agencies of the Federal Government which allow for the temporary assignment of University faculty or staff members to roles in those agencies or for similar assignment of Federal employees to roles within the University. Intergovernmental Personnel Agreements are intended to enhance cooperation between the University and Federal agencies, to take advantage of unusual expertise, skills, or talents, and to provide valuable professional development opportunities for the staff members involved. Such assignments will be for a specified, limited duration. Indicate the location and duties to be performed in Sections 4b and 4c. (Refer to SPG 201.30-5 and Faculty Handbook 16.B.3)

LEO Scholarly Leave (unpaid)

Refer to LEO Contract Article XXXI, Section C, #2.

Outside US Assignment

The person is elected to a full-time public political office (except that of Michigan state legislator), or appointed to an office of significant responsibility such as head of or assistant to the head of an office, department, or branch of the federal, state, or local government, or to a position of significant responsibility in a non-profit organization dedicated to public service. Indicate the location and duties to be performed in Sections 4b and 4c. (Refer to SPG 201.30-1 and Regents Bylaws, Section 5.13)

Phased Furlough Agreement

Indicate specific plans and effective date of combined retirement furlough and phased retirement plans, only if hired prior to 01/01/1984. Retirement Agreement required, but no PAR transaction. (Refer to SPG 201.81, SPG 201.83)

Research Leave (unpaid)

The person is invited to participate in a unique research project. Indicate the location and duties to be performed in Sections 4b and 4c. (Refer to SPG 201.30-1)

Retirement Furlough

Indicate specific plans and effective date of complete retirement, only if hired prior to 01/01/1984. Retirement Agreement required, but no PAR transaction. (Refer to SPG 201.81 and SPG 201.83)

Scholarly Activity Leave

Accept a temporary appointment at another institution when the appointment would, in the interest of the University, permit the faculty member to engage in scholarly activities that would not be otherwise practicably available, and that would significantly enhance the professional effectiveness of the faculty member. Indicate the location and duties to be performed in Sections 4b and 4c. (Refer to SPG 201.30-4 and Faculty Handbook 16.B.2)

Teaching Leave (unpaid)

The person is invited to teach as a visiting faculty member in another teaching institution. Indicate the location and duties to be performed in Sections 4b and 4c. (Refer to SPG 201.30-1)

Sabbatical Half Normal

Refer to SPG 201.30-2 - Sabbatical Leave (Instructional)

Sabbatical Normal

Refer to SPG 201.30-2 - Sabbatical Leave (Instructional)

Sabbatical Leave

Tenured members of the regular instructional faculty who have completed six years of service in regular professorial ranks at the University are eligible for a sabbatical leave. A sabbatical leave may be granted for an entire annual appointment period or for one-half of an annual appointment period. **Application for sabbatical leave shall be made in writing and submitted to the dean of the unit concerned no later than February 1 preceding the appointment year within which the leave is desired.** Refer to SPG 201.30-2 Sabbatical Leave (Instructional).

INSTRUCTIONS FOR FACULTY LEAVE OF ABSENCE REQUEST

This form is used for:

- Faculty leave of absence (Part 2a).
- Faculty sabbatical leave (Part 2b).

This form needs to be prepared when:

- Faculty member requests a leave of absence.

PLEASE INCLUDE THE FOLLOWING INFORMATION:

PART 1: PERSONAL INFORMATION (*Leave of Absence*)

- Employee name.
- UMID.
- Department information.
- Title.
- Date of request.

PART 2: FACULTY MEMBER (*Reference Standard Practice Guide 201.30-1, Leaves of Absence*)

- Completed by faculty member.
- Complete either Part 2a or 2b.

PART 2a: LEAVES APPLICABLE TO FACULTY

- Provide required attachments (if any) for the type of leave you have chosen.

PART 2b: SABBATICAL LEAVES

- Provide/select Eff Dt and End Dt.

PART 3: LEAVE ACKNOWLEDGEMENT AND APPROVAL

- Approved Faculty Signature and Name Printed.
- Approved faculty member's department administrator and Dean/Director or Representative.

PART 4: LEAVE INFORMATION

- Provide Leave Begin Date and Leave End Date for leave(s) in Section 2a.

PART 4a:

- Select DOC or LWOS.

PART 4b:

- Provide location during Leave.

PART 4c:

- Describe Research Leave plans.

PART 4d:

- Describe Reason for LWOS plans.