## APPLICATION FOR OFFICIAL LEAVE OF ABSENCE

Date Submitted	

Application must be filed in the Office of the Dean, preferably at least four and one-half months prior to the beginning of the requested leave period. Failure to submit the *Application for Official Leave of Absence* with at least four and one-half months' notice could result in the application being denied due to lack of a unit's ability to cover the faculty member's absence.

Name:	Title:	
Department:		
College:	·····	
		Request for Extension
Period of Leave: From	to	
Purpose of Leave:		
Benefit to individual and/or institution:		
Location during leave:		
Salary arrangement:		
I agree to inform the chairperson in writing by whether or not I intend to return to my position with		
		Faculty Signature
Approved: Chairperson of Department	Date	
Champerson of Department	Date	
Dean of College		
Provost	_ Date	

If the proposal is approved by the Provost, the Provost will take the application to the President for review. Pending the President's approval, the application will be presented to the Board of Regents at that body's next available meeting. The Board's decision will be provided to the faculty member, the

faculty member's chairperson, and the faculty member's dean. The Board's decision is final and cannot be appealed.

NOTE: § 661.909, Texas Government Code, allows approval of a leave of absence without pay for a maximum of one calendar year. The leave of absence will become effective the date the request is approved. Requests for extension must be made for each year or portion thereof.

\* four and one-half months prior to returning