

**University of Illinois  
Urbana-Champaign  
Leave of Absence Without Pay Request  
(Faculty and Academic Professionals)**

The University *Statutes*, Article IX, Section 7.g, Leaves of Absence Without Pay state, “On the recommendation of the head or chair of a department with the concurrence of the dean of the college, or on the recommendation of the dean or director of an independent campus unit, a member of the faculty may be granted a leave of absence without pay by the Chancellor for a period of one year or less. Such a leave may be renewed in special circumstances ordinarily for not more than one year. Time spent on a leave of absence does not ordinarily count toward the probationary period of a faculty member on definite tenure, nor does it ordinarily count as service in establishing eligibility for a sabbatical leave with pay, unless recommended and agreed upon in advance.” Faculty members may want to refer to the specific policies regarding Holding the Tenure Clock for Probationary Employees or the Sabbatical Leave Policy.

**Employee Information**

(Please type or print.)

Name: \_\_\_\_\_ UIN#: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Home Unit: \_\_\_\_\_ Phone: \_\_\_\_\_

Unit Address: \_\_\_\_\_

Period for which the leave is requested (provide actual service dates):

From \_\_\_\_\_ To \_\_\_\_\_

Percentage of leave \_\_\_\_\_

Location of leave (Institution, City, State/Country): \_\_\_\_\_

This leave is to be considered (*circle one*):    Personal    Educational    Medical    Military  
Purpose of leave:

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Recommendations and Signatures of Executive Officers**

This leave is approved for (*circle one*):    Personal    Educational    Medical    Military

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

Dean/Director: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

Provost: \_\_\_\_\_ Date: \_\_\_\_\_

**\*For leaves of absence under the Family Medical Leave Act, see Section IX/A-10 of the Campus Administrative Manual.**

### **Additional Information Required**

Additional information may be required. Carefully review the information below and check if any of the following applies to you.

- Service Toward the Probationary Period Form. If you are a tenure-track faculty member, carefully review the campus policy about counting leave toward the completion of your probationary period. The form and additional information are found in Provost's Communication 15, Attachment 1 and #20, Attachment 2. The completed form must accompany your request.
- Principal Investigator (PI) designation. If the applicant is a PI on a federally funded project, will be absent for a period of three months or more, and will not be able to actively manage the project during the leave period, the PI should initiate a letter to the sponsor, approved by the department, designating a substitute PI. The letter should then be processed through the Grants and Contracts Office for sponsor approval.
- Inventory Loan Agreement or Equipment Loan Agreement. If the applicant intends to use University equipment off-campus while on leave, an Inventory Loan Agreement must be completed and approved in accordance with the General Policy and Guidelines, Reference 12.1.3 of the Manual for Business and Financial Policies and Procedures. If the applicant intends to use equipment at another institution while on leave, an Equipment Loan Agreement may be completed if the conditions specified in the General Policy and Guidelines, Reference 16.1.4, are met.