

THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY
Request for Leave of Absence - FACULTY

A faculty member requesting a leave of absence without pay shall submit a request stating the purpose of the leave, destination, and period of time covered to their Director/Department Chair.

The leave of absence without pay application shall be submitted to the President through the Director/Department Chair, Dean and Executive Vice President and Provost. Each of the administrators listed above shall provide a recommendation regarding the request.

After a return to active duty of one year or more, the leave of absence privilege will again be available, subject to the conditions above.

1. Current Date:
2. Name: No nicknames, official name of record.
3. Academic Title:
4. Employee ID: Employee Identification Number.
5. School/Department: Department where faculty member is primarily employed.
6. College: Select College.
7. Period of Assignment for Leave: Most faculty members are on 9 month appointment. Therefore the period of assignment for leave should correspond to academic year i.e. September 1, year to May 31, year.
8. Justification: Explain why leave is being requested including benefit to the university.
9. Signature of Faculty Requesting Leave:
10. Tenure Status:
11. Recommendations and/or Approvals:

THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY
Request for Leave of Absence - Faculty

1. Current Date: _____
2. Name: _____
3. Academic Title: _____ 4. Employee ID#: _____
5. School/Department: _____
6. College: _____
7. Period of Assignment for Leave: FROM: _____ TO: _____
(Should be consistent with fiscal year)

8. JUSTIFICATION

Explain why leave is being requested including benefit to the University.

9. Signature of Person Requesting Leave: _____ Printed Name: _____

10. TENURE STATUS:

CURRENT TENURE STATUS: Tenured Tenure Track (see below) Initial Date of hire at UTRGV/UTB/UTPA: _____

Time spent on a leave of absence does not count toward fulfilling the probationary period, however it does not break the continuum. The scheduled concluding date of the probationary period is extended by an amount of time equal to the period spent on leave. Though, the faculty member may request in writing to count the leave of absence period towards fulfilling the probationary period and this must be approved by the faculty member's department chair, college dean, and the Executive Vice President and Provost.

If leave is granted, give new date of end of probationary period: (if applicable) _____

11. RECOMMENDATIONS and / or APPROVALS:

Director/Department Chair (Print Name)	Signature	Date
Dean (Print Name)	Signature	Date
EVP and Provost (Print Name)	Signature	Date