

Academic Leaves of Absence Form

A Fletcher School faculty member who wishes to apply for leave should first consult the Fletcher Faculty Handbook leave policy to ensure eligibility. Generally, the applicant should: (1) have served full time at the rank of assistant professor or higher for at least six years; (2) have a plan for improving scholarly development and professional effectiveness; (3) submit this application by **December 1 preceding the academic year in which leave is desired**. Exact requirements and conditions for all leave offered below can be found in Chapter 3 (p. 45) of the Fletcher Faculty Handbook.

(All applications shall be typed and submitted electronically)

Full Name	Date of Application
Rank (Official Title)	Date of Appointment (Original Full Time)
Type of Last Leave of Absence (Academic or Non-Academic)	Date Returned

Applicant's Campus Address:

Type of Leave Requested: (Check All That Apply):

Sabbatical Year of Start Date:

One Half Year, Full Salary

July 1st ~ December 31st

January 1st ~ June 30th

One Full Year, Half Salary

July 1st ~ June 30th

January 1st ~ December 31st

Junior Faculty Research Leave

One Semester, Full Salary

Spring

Fall

Unpaid Academic Leave

One Academic Year (September 1st ~ June 30th)

Year of Start Date:

Academic Leaves of Absence Form

Statement of Planned Project:

Academic Dean Review:

Approved

Declined

Signature

Date

Comments:

Dean Review:

Approved

Declined

Signature

Date

Comments:

