# **UNIVERSITY OF HOUSTON**

Request for Leave of Absence Form

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| Name:       | Empl ID:       | Position #:       |
| Department:       | College:       |
| Rank/Title:       | Annual Salary:       | FTE:       |
| Tenured: [ ]  yes [ ]  no | Years in Current Rank:       |
| **DESCRIPTION OF LEAVE** |
| Type of Leave Requested: |  [ ]  Development  | [ ]  Research | [ ]  Sick Leave | [ ]  Unpaid Leave |
| Leave Dates: From:       To:       |
| Duration of Leave(# of semesters): | Pay Status: | [ ] With Pay  | [ ] Without Pay | [ ] Half Pay |
| Purpose of Leave (Be specific – Attach additional sheet if necessary):       |
| Normal Course Load:      |
| How Courses Will Be Covered:      |
| For Tenure Track PositionsPlease indicate the anticipated year of mandatory review for:       Third Year      Sixth Year |
| **PREVIOUS LEAVES** |
| Type of Leave | Dates | Paid / Unpaid |
|       | From:      | To:      |       |
|       | From:      | To:      |       |
|       | From:      | To:      |       |
|       | From:      | To:      |       |
|       | From:      | To:      |       |

**APPROVALS**

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|   |  |  |
| Faculty Member | Date |  | Department Chair | Date |
|  |  |  |  |  |
| Current Dean | Date |  | Senior Vice President for Academic Affairs and Provost | Date |
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