# **UNIVERSITY OF HOUSTON**

Request for Leave of Absence Form

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 Positions  Please 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**

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