

APPLICATION FOR LEAVE WITHOUT PAY

Date of Request \_\_\_\_\_

Position \_\_\_\_\_

Name: \_\_\_\_\_

Dates of Last Leave Without Pay: \_\_\_\_\_

Dates of Requested Leave Without Pay: \_\_\_\_\_  
Semester(s) and Year

I formally request a leave without pay for the period indicated above. The proposal for my leave is attached. I have read the leave policies of The Metropolitan State University of Denver and agree to abide by those policies.

\_\_\_\_\_  
Signature of Applicant

I  (Recommend)  (Not recommended) approval of applicant's request for leave.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department Chair

I  (Recommend)  (Not recommended) approval of applicant's request for leave.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Academic Dean

I  (Recommend)  (Not recommended) approval of applicant's request for leave.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Vice President  
for Academic Affairs

I  (Recommend)  (Not recommended) approval of applicant's request for leave.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of President

## FORMAT FOR LEAVE WITHOUT PAY PROPOSAL

Proposal for leave without pay should be submitted in a single copy through the department chair or director and the dean to the appropriate vice president. There is no printed form except for the application form. The narrative should be typed on plain paper and should follow the format below.

### I. PLAN

What is it you propose to do during the leave period?

This section should be a specific description of your plans for the leave period, including location, timeline with objectives and activities and activities identified, people or organizations involved, and the nature and scope of your proposed activities. Describe how both you and the university will benefit, directly or indirectly, as a result of the proposed leave.

### II. CONDITIONS OF EMPLOYMENT UPON RETURN

Conditions for employment to be in effect upon return from leave without pay must be agreed to in writing in advance of the leave by the individual and the University.

At a minimum, the conditions must state the following:

1. Position Title or Rank upon return
2. Salary considerations upon return
3. Evaluation criteria and procedure