

APPLICATION FOR LEAVE OF ABSENCE
Academic Year _____

_____ Date

I, _____, hereby apply for a leave of absence from _____, 20____, to _____, 20____. I understand that the leave is without pay for the period stated. My current salary is based on _____ months of service.

I have been a member of the Atlanta University/Clark College/Clark Atlanta University faculty for _____ years, holding academic ranks as follows for the years indicated:

RANK	FROM	TO

My previous sabbatical leave(s) has (have) been as follows:

REASON	FROM	TO

My previous leave(s) (nonsabbatical) granted has (have) been as follows:

REASON	FROM	TO

Please attach to this application a full description of your leave activities. The description should include: goals, objectives, abstract of activity - i.e., research, study, articles/textbook authorship, etc. The description should not include more than two double-spaced pages.

NOTE: See Office of Human Resources for forms for Family and Medical Leave.

Statement of Purpose

The following conditions apply:

I will file a written report of my accomplishments (*for professional development leaves*) within one month of regular employment after the completion of my leave. If granted a leave, I agree to abide by the terms and the policies governing leaves of absence , as fully set forth in the description of leaves and the application procedures as contained in the Clark Atlanta University *Faculty Handbook*.

An unpaid leave of absence may be granted for one year, but may be extended upon the written request of the faculty member, recommendations of the respective chair and school dean and with the approval of the Provost and Vice President for Academic Affairs for a maximum of two years. Consecutive leave beyond two years shall be granted only for extraordinary cause.

Extension of an absence beyond the approved period of leave shall cancel all contractual relationships between the University and the faculty member concerned.

Submitted By:

Approved By:

Signature of Applicant

Department Chair

Present Rank or Title

School Dean

Department/School

Provost and Vice President for Academic Affairs