

Application for Faculty Leave of Absence

Faculty Member's Name: _____

If other than the faculty member, person completing form: _____

School: _____

Department (if applicable): _____

Reason for Leave: ([Faculty Handbook Section II.E.2. Faculty Leaves of Absence](#))

A short description of the goals/purpose of the leave must be attached for all Leave types. See Appendix (next page) for additional information on all Leave types.

Scholarly Leave (*select one*)

Scholarly with Pay Scholarly without Pay

Employment Elsewhere (*select one*)

External Employment Leave-Lease

Reduction in Duties

Dates of Requested Leave:

First day of Leave: _____ Estimated last day of Leave: _____

Sabbatical Credits:

Number available prior to start of Leave: _____ Number used with this Leave: _____

Retirement: (*Only if leave is in anticipation of retirement.*)

This leave is anticipation of retirement.

Salary:

Leave Budget: _____ % Grant or Contract: _____ % Other: _____ %

Reduction (*only if request is for a reduction in duties*): _____ %

Benefits:

I request benefits to be continued with university contributions.

I have made other arrangements to continue my benefits.

Signature of Faculty Member: _____

Notes: _____

School Approvals:

Department Chair Signature (*if applicable*): _____

Dean Signature: _____

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Appendix

For full details on the faculty leave of absence policies, refer to the University Faculty Handbook Section II.E.2 <https://catalog.upenn.edu/faculty-handbook/ii/ii-e/>

Scholarly Leave with Pay – A scholarly leave with salary is granted to members of the Standing Faculty, Standing Faculty-Clinician-Educators, or full-time Research Faculty holding the rank of Associate Professor or Professor after an initial period of six or more consecutive years of full-time service.

- Faculty in these tracks accrue one sabbatical credit in January and one in July, up to a maximum of 24 credits; once the max is reached, accrual resumes after some, or all credits are used.
- Faculty do not accrue scholarly leave credits when they are on scholarly leave or on leave for employment elsewhere.
- While on scholarly leave with pay, sabbatical credits are used at a rate of two per month.

Scholarly Leave without Pay – When a scholarly leave without pay is granted to a faculty member the faculty member does not receive remuneration in the form of salary from the University of Pennsylvania or from any other organization.

Employment Elsewhere

- Leave for External Employment – When a Leave for Employment Elsewhere has been granted to a faculty member and their full salary and benefits will be provided directly to them by the external organization they will be visiting.
- Leave-Lease – When a Leave for Employment Elsewhere has been granted to a faculty member and their full salary and benefits will continue to be provided by Penn during the leave of absence AND the organization they will be visiting will make direct payments to Penn for the salary and EB costs.
 - A signed and approved agreement will be required for Leave-Lease; this agreement may be finalized following the formal leave approval at PSCS.
 - The final agreement must be uploaded to Workday.
 - Faculty should consult with their department faculty affairs administrator or their school's faculty affairs office regarding these requirements.

Reduction in Duties - A Reduction in Duties is used to temporarily lighten a faculty member's workload for personal need and/or in anticipation of retirement.