Penn Engineering
University of Pennsylvania

# 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: _____