

**Unpaid Leave of Absence Application
for UT-**

Non-Medical Unpaid Leave of Absence Application

IMPACT ON PROBATIONARY PERIOD FOR TENURE -TRACK MEMBERS ONLY

Should this leave be included or excluded from your probationary period as described in Article 8.1.5 of the Tenured, Tenure-track CBA or Article 8.1.7 and 8.2.7 of the College of Law CBA?

Please include the leave to my probationary period Please exclude the leave from my probationary period

I acknowledge I have read the above information and the relevant article of my collective bargaining agreement that governs Unpaid Leave of Absence. I certify the following Unpaid Leave of Absence reporting is accurate and complete.

FACULTY MEMBER SIGNATURE ROCKET NUMBER DATE

RECOMMENDATIONS & APPROVALS :

Signature Recommend _____
Department Chair/Associate Dean Do not Recommend Date

Comments:

Signature Recommend _____
Dean Do not Recommend Date

Comments:

Signature Approve _____
Provost Not Approved Date

When signed send to: Faculty Labor Relations, Leave of Absence, College Dean, and Department Chair

For Office use only:

Approved _____ BOT Date Letter to Faculty

Non-Medical Unpaid Leave of Absence Application

PROCEDURES TO REQUEST A LEAVE OF ABSENCE

1. Faculty member will complete and submit the Unpaid Leave of Absence Application and any relevant documents or agreements to Department Chair/Associate Dean for their review and recommendation.
2. If recommended by the Department Chair/Associate Dean, the application and any relevant documents or agreements will be forwarded to the College Dean for their review and recommendation.
3. If recommended by the College Dean, the Dean will forward to the Provost Office by sending the application and any relevant documents or agreement to AcademicFinance@utoledo.edu BM(((a)-A