

**PERELMAN SCHOOL OF MEDICINE - Application for a Faculty Leave of Absence**

Faculty: \_\_\_\_\_

Department: \_\_\_\_\_

**Reason for Leave:**  Scholarly  Employment elsewhere  Other

Attach a written statement, co-signed by the department chair, which states the reason for the leave and any other supporting details.

**Type of leave:** traditional  OR compressed\*  (CPUP member only)

\*If **compressed leave**, include relevant details relating to the time frame of the leave and the period of time over which the funding will be paid.

**Leave requested from:** \_\_\_\_\_ to \_\_\_\_\_

**Previous leave(s) from:** \_\_\_\_\_ to \_\_\_\_\_ with salary  without salary

**from:** \_\_\_\_\_ to \_\_\_\_\_ with salary  without salary

**Salary Requested During Leave:**

Full #of months \_\_\_\_\_  Partial # of months \_\_\_\_\_  None

\_\_\_\_\_ Percentage of salary continued through grant support

**Benefits Coverage:**

I request my benefits to be continued with University contribution.

**Benefits Currently in Effect:**

**Continue:**

TIAA/CREF  Yes  No

Vanguard  Yes  No

Medical Insurance  Yes  No

Dental Insurance  Yes  No

Vision Insurance  Yes  No

Life Insurance  Yes  No

Other (specify)

\_\_\_\_\_

I have made other arrangements to continue my benefits program.

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**Department Chair's Recommendation:**

Department Chair's statement and recommendation: \_\_\_\_\_

Leave replacement estimated cost: \_\_\_\_\_

\_\_\_\_\_  
(Department Chair's Signature)

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**To Be Completed By Department Business Administrator: (This information will be verified by the Office of Faculty Affairs and Professional Development and the Provost's Office)**

Value of Leave: \_\_\_\_\_

Number of Sabbatical Credits Available\*: \_\_\_\_\_ Number of Sabbatical Credits Used: \_\_\_\_\_

\_\_\_\_\_  
(Department Business Administrator's Signature)

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**Dean's Action:**

Approved

Approved with the following modification: \_\_\_\_\_

Disapproved for the following reason: \_\_\_\_\_

\_\_\_\_\_  
(Dean's Signature)

\* The maximum number of sabbatical credits is 24.