



# FACULTY LEAVE OF ABSENCE REQUEST FORM

Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_ Institute Hire Date: \_\_\_\_\_

Title: \_\_\_\_\_ Current Salary: \_\_\_\_\_ Position #: \_\_\_\_\_

College/School/Department Name: \_\_\_\_\_ Employee Type: \_\_\_\_\_

Effective Date/Period of Leave Requested: \_\_\_\_\_ to \_\_\_\_\_ Type of Leave: \_\_\_\_\_

Location While on Leave: \_\_\_\_\_ Continue Benefits?  Yes  No

Purpose of Leave:

How will teaching and/or administrative duties be handled?

Is the employee PI on any sponsored funds?  Yes  No

If so, has the absence been cleared with through OSP?  Yes  No

If the request is for educational leave, it is recommended that the leave be granted as a (check one of the three choices):  
 Leave without pay  
 Leave with pay in the amount of \$ \_\_\_\_\_  
 Partial leave with a \_\_\_\_\_% commitment to Georgia Tech and a salary of \$ \_\_\_\_\_

Pay will be divided as follows:  State funds: \$ \_\_\_\_\_  Federal funds: \$ \_\_\_\_\_  Other: \$ \_\_\_\_\_

Previous leaves taken:

| Begin Date: | End Date: | Type of Leave: |
|-------------|-----------|----------------|
|             |           |                |
|             |           |                |
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|             |           |                |

**Employment Agreement:** I, the undersigned petitioner for leave, do hereby agree that I will return the full amount of compensation received from Georgia Institute of Technology while on leave with pay if I should not return to the Institution for at least one year of service after the termination of my leave.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This form, which is to be completed by the employee, must be routed in GT-TRACS for approval by the Supervisor/Chair, Dean, and Vice Provost for Faculty prior to the leave beginning. If the request is for longer than one year or is a request to extend a current leave of absence more than a year, the request must also be approved by the Provost and Chancellor.

\* If the request is for a Regents' Innovator Leave, the request must follow the process outlined by the [Office of Faculty Affairs](#).