

# LA SIERRA UNIVERSITY

## LEAVE APPLICATION FOR FACULTY AND ADMINISTRATION

The leave application is to be processed at least one quarter prior to the date of the beginning of the leave.

APPLICANT	
Name	Date of request
Faculty rank/ Administrative position	
School	Dept.

For attendance at workshops or similar activities, use the Travel Application.

FILL IN ONE OF THE FOLLOWING FOUR SECTIONS AS APPROPRIATE. PLEASE TYPE.					
STUDY LEAVE					
<input type="checkbox"/> Off-campus study location <input type="checkbox"/> FT employment continues <input type="checkbox"/> PT employment status		<input type="checkbox"/> On-campus study location <input type="checkbox"/> FT employment continues <input type="checkbox"/> PT employment status			
Beginning date of leave _____		Returning date of leave _____			
Institution where work will be pursued _____					
Degree or certificate sought, if any _____					
Describe (use separate sheet if necessary) proposed course or program, listing credit hour value when this is applicable, the approximate time required to complete course or program, additional leave request anticipated or if training period is to be interrupted. <b>Processing of an Advanced Education Reimbursement Agreement through the Dean may be required in support of study leave application.</b> _____					
SABBATICAL LEAVE					
Beginning date of sabbatical _____		Returning date of sabbatical _____			
Location of sabbatical _____					
On a separate sheet describe the purpose of the sabbatical. A written report of the activities undertaken during the sabbatical must be submitted to the Dean upon termination of the leave.					
PERSONAL LEAVE OF ABSENCE					
For temporary employment elsewhere		<input type="checkbox"/> Health reasons		<input type="checkbox"/> Other (specify) _____	
Beginning date of leave _____		Returning date of leave _____			
Statement of verification if no obligation on the part of the applicant or University for return to University employment: _____					
FINANCIAL INFORMATION					
Estimated Expenses	Salary continues with or without benefits <input type="checkbox"/> yes <input type="checkbox"/> no	Tuition	Fees	Books	Travel
	Lodging	Meals/per diem		Miscellaneous (specify)	
Total Requested	Amount from budget	Dept. Account No.	Amount from other funds	Source	
	Tuition benefit for La Sierra University courses applies <input type="checkbox"/> yes <input type="checkbox"/> no				
SUPPORTING SIGNATURES					
DISTRIBUTE COPIES ONLY AFTER ALL REQUIRED SIGNATURES HAVE BEEN ENTERED.					
Applicant			Duties covered during absence <input type="checkbox"/>		Date
Department Chair/Director					Date
Dean/Vice President					Date
VP for Financial Administration			Funds available <input type="checkbox"/>		Date
President					Date
FOR OFFICE USE ONLY					
Authorizing Committee		Date	Action number	Action taken	