



Staff Leave of Absence Without Pay Request

Part I – To be completed by employee											
Name:								Date university employment began		FTE %	
Department:											
UID:											
Specify Reason for Leave of Absence Without Pay <i>*see page 2 for reason descriptions</i>											
<input type="checkbox"/> Loan of employee		<input type="checkbox"/> Outside employment		<input type="checkbox"/> Professional activities		<input type="checkbox"/> Anticipated low demand		<input type="checkbox"/> Other activities			
Dates Requested for Leave Without Pay: Beginning Date: Ending Date:											
Signature				Printed Name				Date			

Part II – To be completed by department											
Does employee have a satisfactory record of leave usage? <input type="checkbox"/> Yes <input type="checkbox"/> No											
Does employee have a satisfactory work record? <input type="checkbox"/> Yes <input type="checkbox"/> No											
Part III – Department Chairperson Approval											
<input type="checkbox"/> Approved		<input type="checkbox"/> Disapproved		Reason:							
Signature				Printed Name				Date			
Part IV – Assistant Vice President, University Human Resources Approval											
<input type="checkbox"/> Approved		<input type="checkbox"/> Disapproved		Reason:							
Signature				Printed Name				Date			

Note:

To provide for the continuation of fringe benefits such as retirement and health insurance while on a leave of absence without pay, the employee should contact the University Human Resources, Office of Employee Benefits at extension 57575 for instructions.

Reinstatement rights for Classified Employees will be in accordance with provisions of the Personnel Practices for Classified Employees of the College Park Campus, Section 7, "Leave Without Pay."



Reason descriptions for Leave without Pay requests

1. Loan of employee to another governmental agency, higher education institution or related organization
2. Outside employment that would lessen the impact of a potential layoff
3. Professional activities related to academic research, advanced study, career development, or other professional activities that are determined by the university's president or designee to be of benefit to the university or university system of Maryland.
4. Anticipated low demand for the employee's services during slow periods in the university's or unit's operations (seasonal leave)
5. Other activities as deemed to be appropriate by the university's president or designee.