# Request for Unpaid Discretionary Leave for Faculty and P&A Employees

1. Complete Unpaid Discretionary Leave request form when leave is for a period longer than two weeks and submit to responsible administrator/supervisor to facilitate request and approvals needed.
2. If request is approved, provide signed copy to:
   - Responsible Administrator/Supervisor
   - Department
3. Approved leave information must be entered into HRMS prior to the start of the unpaid personal leave.

For more information, refer to the Administrative Policy: *Unpaid Personal Leave for Faculty and Academic Professional and Administrative Employees*.

## Individual Requesting Leave

<table>
<thead>
<tr>
<th>Name</th>
<th>Empl ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Job Code (95xx not eligible)</td>
</tr>
<tr>
<td>Department ID</td>
<td>Entity</td>
</tr>
<tr>
<td>Annual Full-Time Base Salary</td>
<td>Appointment Type</td>
</tr>
</tbody>
</table>

## Unpaid Leave Request

**A. Requested Time Period of Personal Leave** (limited to 12 month duration):
- Initial Request.
- Request to extend leave within the permitted 12 month period.
- Request to extend leave beyond initial 12 month leave.

  Dates of leave:

  | Start Date | End Date |

**B. Percentage Leave Requested:**
- Full-Time
- Part-Time --- Percentage On Leave:

**C. Reason for Leave:**

(Optional)

Requested in accordance with the Administrative Policy: *Unpaid Personal Leave for Faculty and Academic Professional and Administrative Employees*.

<table>
<thead>
<tr>
<th>Signature of Employee</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Address</td>
<td>Phone Number</td>
</tr>
</tbody>
</table>

Approved – Responsible Administrator/Supervisor | Date
Approved – Department Head | Date
Approved – Dean, Vice President or Chancellor (when appropriate) | Date
Additional Signature (as may be required by department/unit procedures) | Date

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