

**FACULTY REQUEST FOR APPROVAL OF EDUCATIONAL LEAVE WITHOUT PAY**

**Educational Leave:** Educational leave without pay of up to 12 months for pursue education or training that will lead to increased job performance may be provided to UAB regular faculty members with one year or more of continuous service. Educational leave is not awarded automatically. Applications must be submitted to the department chair at least one month in advance of the start of the leave and is subject to approval by the department chair, dean, and provost. (See Section 4.5.4 of the *UAB Faculty Handbook* for additional information.)

When a faculty member is on educational leave, whether on campus or away from campus, the faculty member is still under the employ of UAB and all policies in the *UAB Faculty Handbook, You and UAB Handbook*, and school handbooks apply. This includes the UAB Copyright, Consulting, Conflict of Interest, Conflict of Commitment, Patent, and Vacation and Sick Leave Policies. Approval of educational leave as indicated below provides assumption that the employee will return to work for the university. (*NOTE: ACT DOCUMENT MUST BE PROCESSED.*)

**NAME:** \_\_\_\_\_ **FACULTY ID#:** \_\_\_\_\_

**FACULTY RANK:** \_\_\_\_\_ **SCHOOL/UNIT:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_ **DIVISION:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_ **CAMPUS TELEPHONE:** \_\_\_\_\_

**ACADEMIC EMPLOYMENT SERVICE DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **APPOINTMENT LENGTH:** **TENURED**  **TENURE-EARNING**   
**9-MONTH**  **12-MONTH**

**DATES OF REQUESTED LEAVE:** \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

**NUMBER OF YEARS SINCE LAST EDUCATIONAL LEAVE:** \_\_\_\_\_

**FACULTY POSITION RESPONSIBILITIES COVERED:** YES  NO

**REASON(S) FOR LEAVE:**

| Signatures                          | Date |
|-------------------------------------|------|
| <b>Faculty Member:</b>              |      |
| <b>Approved – Department Chair:</b> |      |
| <b>Approved – Dean:</b>             |      |
| <b>Approved – Provost:</b>          |      |
| <b>Approved – President:</b>        |      |

\*Presidential approval not required for Educational Leave Without Pay unless renewed beyond two years.  
 Distribution: Final approver will send original form back to Faculty Affairs Office for distribution.