Educational Leave Request Form

Policy: The conditions for granting Educational Leave will be at the discretion of the appropriate Vice President and University President. Non-faculty employees interested in pursuing Employee Educational Leave should prepare a written request outlining the dates and general purpose of the leave and forward the request to the Office of Human Resources.

Part I: Leave Request Data After review, you will be notified	of the status of your leave request.	
Employee's Name:		Employee's ID #:
Telephone Number:		Email:
Job Title:		Department:
Location during leave: I can be re	eached at the following address listed	below.
Address:		
During Educational leave, I plan t	to use the following:	
□ Vacation	Amount of vacation days to be taken:	Date Education Leave is to Begin:
□ LWOP	Amount of LWOP days to be taken:	Date you expect to return to work:
Part III: Employee Entitlement and Responsibilities: I		
Supervisor Date	De	partment Vice President Date

Human Resources

Date

University President

Date