

**Application for Leave of Absence**  
(to be submitted to department chair by applicant)

**Sabbatical applications due November 15**  
**Unpaid leave applications due *at least* 6 months before start of leave**

Name and Title: \_\_\_\_\_ Date: \_\_\_\_\_

Dept: \_\_\_\_\_ College: \_\_\_\_\_

Length of service at UNH, including present academic year: \_\_\_\_\_

Type of leave requested: (check as appropriate and state relevant year)

1. Sabbatical: \_\_\_\_\_

Leave with full pay (1 semester): Fall/year \_\_\_\_\_ Spring/year \_\_\_\_\_

Leave with half pay (2 semesters): Fall/year \_\_\_\_\_ Spring/year \_\_\_\_\_

2. Leave without pay: \_\_\_\_\_

Duration: Fall/year \_\_\_\_\_ Spring/year \_\_\_\_\_ Other \_\_\_\_\_

Do you request continuation of benefits: Yes\* \_\_\_\_\_ No \_\_\_\_\_

(\*if yes, applicant must make arrangements with HR)

Dean's signature needed for continuation of benefits: \_\_\_\_\_

Is any part of the leave contingent upon outside funding? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, please explain in detail. (What sort of funding is sought? When would award be announced?)

Note: acceptance of an internal UNH award, such as Humanities Center Fellowship or a Faculty Scholar award, relieves the recipient of teaching duties but is not considered a leave of absence. Such awards do not stop either the sabbatical or tenure clock.

**History of previous leaves** at UNH (please include all types of leaves). Note: the sabbatical clock begins at the start of the academic year after the sabbatical. Leaves without pay and FMLA leaves normally stop the sabbatical clock.

**Date** (e.g., fall 2019, fall & spring 2019-20):

**Type of leave** (e.g., sabbatical at full pay, half pay; FMLA):

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**Signature of applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of dept. chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Verified:** \_\_\_\_\_ 6 years full-time service \_\_\_\_\_ Proposal qualifies \_\_\_\_\_ If applicable, report received after last sabbatical

**Signature of dean:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of provost:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**I.** Attach a copy of full, current curriculum vitae.

**II.** In one sentence, what is the purpose of this leave?

**III.** Use the remainder of this page to describe the project to be undertaken during the leave of absence. This should be a synopsis of the project comparable to a summary that might accompany an application.

**To be completed by the department chair**

I. Please indicate the arrangements that will be made to provide the courses and services for which the applicant is normally responsible, specifying in detail any replacement costs that will be required.

**Note:** *One semester sabbatical leaves do not free up any money for replacement teaching. In the absence of other funding, replacement staff may not be provided.*

II. Please give your evaluation of the applicant's program for the proposed leave of absence. You should comment on both the substance of the project and how the leave might contribute to the professional development of the applicant. Comment also on the outcome of the most recent prior leave, if applicable.

Signature of dept. chair: \_\_\_\_\_ Date: \_\_\_\_\_