



Request For Leave of Absence

Name _____ Employee ID _____

Department _____ Rank _____

Leave Requested: Semester(s) or Dates _____

Type of Leave: Educational Personal Military Disaster Volunteer

Percent of Leave _____

1. Brief, non-technical statement of proposed activity (see reverse side for guidelines):

(If additional space is required, please attach sheets.)

Applicant's Signature

Date

Approval: Supervisor _____

Department Head _____

College (if applicable) _____

Division Head _____

Note: If an employee on the twelve-month payment option goes on an unpaid leave of absence, the employee will be moved to a nine-month pay cycle and the remaining deferred salary will be paid in one lump sum on the paycheck following notification of this status change. Upon return to work, the employee will remain on the nine-month payment cycle until the beginning of the next contract term, at which time they will once again be moved to the twelve-month pay cycle.

Guidelines

3/04

The description of the leave request should include the following information as

applicable. Type of activity:

- A. **Travel and Research** – The who, what, where, and when aspects of the travel and research proposed.
- B. **Research** or other **Creative Activity** – A nontechnical statement of what, where, when and with whom research will be conducted.
- C. **Writing** – A nontechnical statement outlining the details of the proposed manuscript.
- D. **Formal Study** – Include details such as institutional, programs, and specific courses.
- E. **Informal Study** – A nontechnical statement of the proposal (it must be more specific than for a formal study program).
- F. **Consultantships** – A nontechnical statement of what, where, when, and with whom the nonsalaried consultantship will be conducted.
- G. **Other**—A nontechnical statement of the nature, purpose, and benefits of the planned activity sufficiently detailed to support the value to the applicant, department, college and NIU.

If your application is for a sabbatical (or any other) paid leave, please respond to the following items on separate paper and attach response to this form along with an updated copy of your resume. Your proposal must be adequate to justify to campus and state committees, boards, and staff, the expenditure of state money to support the work proposed.

- II. Please describe, as appropriate, the nature of your project, the research methodology or creative techniques to be employed, the data to be used, the relationship of the work to the literature or creative work in the field, and projected results in terms of the disciplinary significance of the potential outcomes. (This statement should be developed in a form consistent with applications for external support in the field and review by external peers. Applicants are requested to limit the narrative to no more than two pages of single-spaced type.)
- III. Please indicate the relationship between your proposed program and your own previous and ongoing professional work. Identify briefly, all relevant grants and grant proposals, research, publications, and creative professional activities during the past six years.
- IV. Please indicate the benefits of the proposed leave to you, the unit(s) where you are employed and the university. (Cite specific results anticipated: additional expertise in the field, published research, curriculum development, etc.)
- V. If proposed program includes and/or requires resources or facilities outside of NIU (laboratories or libraries at other institutions, acceptance as a student at another institution, funding by outside agencies, special travel privileges, etc.), please specify the advance preparations you have made in order to secure these outside resources/facilities.
- VI. Please indicate the alternative means you will use to complete your proposed program if outside resources/facilities are not available for your use.
- VII. If you have previously had a sabbatical from NIU, indicate the results of that sabbatical and attach a copy of the written report.