TEMPLATE FOR UNPAID LEAVE OF ABSENCE REQUEST

DATE

Dear (Department Chair's or immediate supervisor’s name):

I am hereby requesting permission to take an unpaid leave of absence for [list semesters If nine-month faculty or beginning and end dates for 12-month faculty]. I understand that an unpaid leave of absence may not be granted for a period of more than 12 months. I also understand that, if I am a 12-month bargaining-unit member, then I must exhaust my vacation bank prior to beginning the unpaid leave of absence.

The professional or personal reason(s) why I wish to take this leave are as follows.

[Insert reason(s) here.]

I recognize that Article XIII.A.1.e of the collective bargaining agreement between Wayne State University and the AAUP-AFT provides as follows:

A member of the bargaining unit may exercise his/her option (in writing) for continuance of medical and life insurance coverage at the full group rate cost, and without University subsidy, for the period of the leave, not to exceed a maximum of two (2) years. For those individuals who are eligible for the University’s long-term disability insurance coverage and who are engaged in full-time study for an advanced degree, or active work in the field of education or research (such as Fulbright, foundation grant, or governmental project), long-term disability insurance coverage shall be extended for the period of the leave, not to exceed two (2) years.

I further acknowledge that, if I wish to exercise this option, I must submit to Total Rewards a written declaration of my intention to pay my medical and/or life insurance at the full group rate cost (without subsidy) for the period of the unpaid leave, and that if I do not make such arrangements with Total Rewards my benefits will discontinue.

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Requestor’s Signature Printed Name

I recommend the granting of this request for an unpaid leave of absence:

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Department Chair Date

I concur.

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Dean Date

Request for unpaid leave granted:

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Laurie M. Lauzon Clabo, PhD

Interim Provost and Senior Vice President for Academic Affairs