

LEAVE OF ABSENCE REQUEST FORM

Long-Term Leave (Sabbatical, Extended Leave of Absence, etc. See descriptions in the Faculty Policies Handbook)

I. To be filled out by faculty member requesting a leave:

I _____ would like to request permission to be absent from the university for the
Faculty Member's Name
period of time from _____ to _____,

for a (check one):

Sabbatical Leave

Professional Leave

Release from Instruction

Medical Leave

Maternity/Parental Leave

Tenure Track Associate Professor Leave

Personal Leave

for the following reason (attach a separate memorandum describing scholarly/design activities for sabbatical, release from instruction and research leaves):

Faculty Member's Signature

Date

Please email this form, together with your brief memo, to your Department Chair, with copy to pamela_baldwin@harvard.edu

II. To be filled out by department chair:

Are replacement faculty needed? Yes No

If yes, list specific courses and probable candidates for the replacement:

Approved by: _____
Chair

Date

Department chairs, please email the signed form to pamela_baldwin@harvard.edu. Leave requests will be reviewed by the dean in consultation with the chairs, prior to notifying faculty.

III. To be filled out by GSD administration:

Will this faculty member be using his/her office while on leave? Yes No

(When a faculty member is out of residence for a semester or longer, GSD reserves the right to enable visitors to use the office.)

How will faculty member be paid during his/her absence?

Full salary for six months Half salary for twelve months Unpaid Leave

If replacements are needed, will all costs, including travel etc., be paid from released salary? Yes No

If no, what will be the cost to the GSD? _____

Approved by: _____
Faculty Affairs Date

Dean Date

NOTE: Requests for long-term leaves, other than for medical reasons, should be made by January of the academic year preceding the academic year in which the leave will be taken. Faculty shall not assume leave is granted until receipt of a copy of this form with signatures of approval.

cc: Faculty Member
Department Chair

Office of Faculty Affairs
(form update 12/4/2023)