**TO:** Liesl Folks

 Senior Vice President for Academic Affairs and Provost

**RECOMMENDED BY:** << Dept Head or Director>>

**REQUESTED BY:** <<Dean Name>>

(Requests must be signed by Dean/Vice President before submittal to Provost)

**SUBJECT:** Request for << Approval or Disapproval >> of Unpaid Leave of Absence (not FMLA) for <<Employee Name>>

**DATE:** <<date>>

<< Employee Name >>, <<Employee Title>>, has requested an unpaid leave of absence for the period <<Start Date>> - <<End Date>> under *University Handbook for Appointed Personnel* Section 8.04.01. The purpose of this leave is <<Reason for Request>>

We <<approve or disapprove>> support for this request because <<Reason for approval or disapproval>> and ask that the Provost <<approve / disapprove>> this leave request. Please return this memorandum to the office of the department head for processing.

**APPROVED BY:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Liesl Folks

 Senior Vice President for Academic Affairs and Provost

**DATE:**

After review of your request and recommendation, the Provost has authorized me to approve/disapprove this request.