

# Psychology Department

## Faculty Short-term Leave of Absence Request

Up to seven **calendar** days can be approved by the Chair. For leaves of longer duration, formal leave papers must be sent to the Dean a month in advance. Should a faculty member go on leave without having formally requested a leave of absence, his or her salary may be docked for the period of absence.

**2010-2011** - All faculty required to be **in** residence:

Fall Semester: August 19 – December 17

Spring Semester: January 11 – May 13

Summer: During the period summer salary is drawn, unless the funded research is being pursued at another location in line with the terms of the granting agency.

All other times: Although a leave request is not required, it is helpful for the Department to have this information in order to respond to inquiries.

Name:	Dates of Leave:
Purpose:	Location(s), including phone number/address:
Disposition of Classes:	