



Academic Personnel Request for Leave of Absence (Business Leave)

Faculty and Academic Professionals

Requests for leave will be considered and granted at the discretion of the unit and the approval by the provost of the university or designee.

Employee Name: _____ ASU ID: _____ Date: _____
(mm/dd/yyyy)

College: _____ Unit: _____

Hire Date: _____ Rank: _____
(mm/dd/yyyy)

Dates of previous Leaves of Absence Granted _____
(MM/DD/YYYY – MM/DD/YYYY)

I am requesting a new Business Leave

I am requesting an extension to a previous Business Leave

Reason for request for Leave of Absence: (State clearly and concisely the reason for your request for a business leave of absence. State benefits to ASU, writing and publications planned, and other pertinent information. If applicable, include reason for leave to count towards years of service.)

Requested Period: _____ **Academic Year** _____ **OR** **Fiscal Year** _____

I am requesting leave beginning on _____ and anticipated end date _____
(mm/dd/yyyy) (mm/dd/yyyy)

Compensation during leave:

Explain compensation option:

I understand that this will not count toward my years of service.

Requesting approval to count towards years of service.

Leave of Absence does not count toward years of service for sabbatical leave
To request an extension of the probationary period [see process guide](#)

I agree to abide by the policies governing Leaves of Absence as set forth in the academic Affairs Policies and Procedures manual.

Employee Signature Date (mm/dd/yyyy)

Official Use Only

Printed Name

Signature

Approve Deny

Unit Chair/Director: _____ Date: _____

College Dean: _____ Date: _____

University Provost: _____ Date: _____
(or designee)

Leave of Absence counts towards years of service.

Leave of Absence does not count towards years of service.

Notes _____