

Name  Hire Date  Employee ID

Job Title  Department

Have you previously taken a Leave of Absence from KSU?  YES  NO

If Yes, please state the reason (i.e. medical, educational) and dates of leave

Type of Leave Requested - check one:

FMLA or NonFMLA Medical - Unpaid; You may use your accrued sick leave accruals to be paid if proper documentation is submitted to HR

Educational - Unpaid - complete one of the sections below

Teaching or Research Abroad Name of Institution

Pursuing course of instruction or degree Name of Course or Degree

Other Reason

Educational Leave - Paid

Reason  Name of Institution

Military - 18 paid military days per each October 1st through September 30th - 12 month period

Personal - Unpaid Reason

(Note: tenure review clock is stopped if leave extends one semester or more; if leave is less than one semester, you must submit a request to have your tenure clock stopped)

Leave Begin Date:  Leave End Date:

Signature  Date:

**REQUEST APPROVED BY:**

Head of Department  Date

Dean of College/School  Date

Provost and Vice President for Academic Affairs  Date

President  Date