

**College of Arts and Architecture/University Arts Services  
Request for Leave of Absence**

**ALL DATA ITEMS MUST BE COMPLETED**

**Dept/Unit** \_\_\_\_\_

Employee Name \_\_\_\_\_

PSU ID# \_\_\_\_\_

1. Faculty \_\_\_\_\_ Staff \_\_\_\_\_

2. Rank/Title/Grade \_\_\_\_\_

3. Leave With Pay \_\_\_\_\_ Attach details including funding source

Leave Without Pay \_\_\_\_\_

Leave With Partial Pay \_\_\_\_\_ Percentage \_\_\_\_\_

Funding Source? \_\_\_\_\_

4. Type of Leave (Check the selection)

1. \_\_\_\_\_ Personal

2. \_\_\_\_\_ Childcare

3. \_\_\_\_\_ Family

4. \_\_\_\_\_ Formal Study

5. \_\_\_\_\_ Sick Leave

6. \_\_\_\_\_ Other

5. Benefit information discussed with employee? \_\_\_\_\_

(College HR Office to provide information before leave is finalized).

6. Additional Details or Attach Letter

7. Request to Proceed With This Leave of Absence:

Dept/Unit Head \_\_\_\_\_ Date \_\_\_\_\_

Notes:

8. Approval to Process Leave of Absence for This Employee:

Dean \_\_\_\_\_ Date \_\_\_\_\_

Notes:

9. Form Received and Distributed by Human Resources:

HR Manager \_\_\_\_\_ Date \_\_\_\_\_

Notes: