



Application for Faculty Leave of Absence

Faculty Member's Name: _____

If other than the faculty member, person completing form: _____

School: _____

Department (if applicable): _____

***Reason for Leave:** ([Faculty Handbook Section II.E.2. Faculty Leaves of Absence](#))

**Please attach a short description of the goals/purpose of the leave.*

- Scholarly with Pay**
- Scholarly without Pay
- Employment Elsewhere
- Leave-Lease*
- Reduction in Duties**
- Other

**A signed agreement will be required for a Leave-Lease type. The agreement may be acquired after the request is formally approved.*

***Sabbatical credits may only be used for Scholarly with Pay or Reduction in Duties.*

Dates of Requested Leave:

From: _____ To: _____

Retirement: (*Only if leave is in anticipation of retirement.*)

- This leave is anticipation of retirement.

Salary:

% Leave Budget: _____ % Grant or Contract: _____ % Other: _____

Benefits

- I request benefits to be continued with university contributions.
- I have made other arrangements to continue my benefits.

Signature of Faculty Member: _____

Notes: _____

Sabbatical Credits:

Number available: _____ Number used with this leave: _____

School Approvals:

Department Chair Signature (*if applicable*): _____

Dean Signature: _____



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Appendix

Types of Leaves: (*Faculty Handbook Section II.E.2* <https://catalog.upenn.edu/faculty-handbook/ii/ii-e/>)

Scholarly Leave with Pay – A scholarly leave with salary is granted to members of the Standing Faculty, Standing Faculty-Clinician-Educators, or full-time Research Faculty holding the rank of Associate Professor or Professor after an initial period of six or more consecutive years of full-time service.

Faculty in these tracks accrue one sabbatical credit in January and again in July. While on leave, sabbatical credits are used at a rate of two per month.

Scholarly Leave without Pay – When a scholarly leave without pay is granted to a faculty member the faculty member does not receive remuneration in the form of salary from the University of Pennsylvania or from any other organization.

Employment Elsewhere

- **Leave for External Employment** – When a faculty member will be on a Leave for Employment Elsewhere and their full salary and benefits will be paid by the external organization they will be visiting.
- **Leave Lease** – When a faculty member will be on a Leave for Employment Elsewhere and their full salary and benefits will continue to be paid by Penn during the leave of absence AND the organization they will be visiting will make direct payments to Penn for the salary and EB costs.

Reduction in Duties - A Reduction in Duties is used to temporarily lighten a faculty member's workload for personal need and/or in anticipation of retirement.