

College of Saint Benedict/St. John's University

Application for Unpaid Administrative Leave

Name: _____	Title: _____
CSB _____ or SJU _____	Department: _____
Leave Start Date: _____	Leave End Date: _____
Full-Time Leave _____ or Part-Time Leave _____ (check one)	
If Part-Time Leave, please list work schedule: _____	
Is this your first unpaid leave? _____ Yes _____ No	
If NO, what were the dates of your most recent leave? _____	

Application for Unpaid Leave should include the following materials:

1. A detailed summary of the activities and/or reason for your leave.
2. A letter from your supervisor addressing the following issues:
 - How the leave will affect the applicant's professional growth, if applicable.
 - The department's staffing during the applicant's leave as well as extra-departmental effects, if any.

Submit this form with any attachments to your department head and the VP or Provost by October 1st of the year preceding your requested leave. A completed application should also be sent to the appropriate Human Resources Office.

Applicant's Signature	Date
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Approvals:

Supervisor	Date
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Vice President/Provost	Date
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President	Date
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