# Leave of Absence Without Pay Request

## Part I – To be completed by employee

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date university employment began</th>
<th>FTE %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UID:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specify Reason for Leave of Absence Without Pay</td>
<td>*see page 2 for reason descriptions</td>
<td></td>
</tr>
<tr>
<td>☐ Loan of employee</td>
<td>☐ Outside employment</td>
<td>☐ Professional activities</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dates Requested for Leave Without Pay: Beginning Date</th>
<th>Ending Date:</th>
</tr>
</thead>
</table>

Signature: ____________________________  Printed Name: ____________________________  Date: ____________________________

## Part II – To be completed by department

Does employee have a satisfactory record of leave usage?  ☐ Yes  ☐ No

Does employee have a satisfactory work record?  ☐ Yes  ☐ No

## Part III – Department Chairperson Approval

☐ Approved  ☐ Disapproved  Reason: ____________________________

Signature: ____________________________  Printed Name: ____________________________  Date: ____________________________

## Part IV – Assistant Vice President, University Human Resources Approval

☐ Approved  ☐ Disapproved  Reason: ____________________________

Signature: ____________________________  Printed Name: ____________________________  Date: ____________________________

**Note:** Forward approved form to University Human Resources, Office of Staff Relations 3110 Chesapeake Bldg. for Assistant Vice President, University Human Resources approval.

To provide for the continuation of fringe benefits such as Retirement System and Health Insurance while on LWOP, the employee should contact the University Human Resources, Office of Employee Benefits, ext. 55654, for instructions.

Reinstatement rights for Classified Employees will be in accordance with provisions of the Personnel Practices for Classified Employees of the College Park Campus, Section 7, “Leave Without Pay.”
### Reason descriptions for Leave without Pay requests

1. Loan of employee to another governmental agency, higher education institution or related organization

2. Outside employment that would lessen the impact of a potential layoff

3. Professional activities related to academic research, advanced study, career development, or other professional activities that are determined by the university’s president or designee to be of benefit to the university or university system of Maryland.

4. Anticipated low demand for the employee’s services during slow periods in the university’s or unit’s operations (seasonal leave)

5. Other activities as deemed to be appropriate by the university’s president or designee.