**TO:** << Dept Head or Director>>

**FROM:** <<Employee Name>>, <<Employee Title>>

**SUBJECT:** Request for Unpaid Leave of Absence

**DATE:** <<Date>>

I am requesting an unpaid leave of absence for the period <<Start Date>> to <<End Date>> – for << Reason for Request >> as outlined in *University Handbook for Appointed Personnel*, Section 8.04.01.

I understand that you will forward your recommendation to the Senior Vice President and Provost for final review and approval or disapproval. I further understand that if the leave is granted and I am otherwise eligible, I can continue my health benefits by paying employee premiums.

At the end of an unpaid leave, I am expected to return to work or to contact you for additional review of my circumstances.