



**RUTGERS HEALTH LEAVE OF ABSENCE WITHOUT PAY REQUEST**

This document defines the process for a Legacy AAUP-BHSNJ faculty member to request a leave of absence without pay for the purpose of professional development or the completion of a terminal degree. Such leaves may be for a period of up to two consecutive years. This applies to . Requests shall normally be made one year in advance.

***Prior to submitting a request, all applicants should review the AAUP-BHSNJ Article 17 Leave of Absence without Pay***

***([https://laborrelations.rutgers.edu/sites/default/files/document/Final\\_AAUP-AFT%20CNA%202022-2026.pdf](https://laborrelations.rutgers.edu/sites/default/files/document/Final_AAUP-AFT%20CNA%202022-2026.pdf)) for eligibility and program details.***

Date of Application:

Name:

School:

Department/Division:

Institute:

Academic Title:

Track:

Administrative Title (if any):

Proposed Dates of Leave:

Specify:

Completion of Terminal Degree

Professional Development

Leave Proposal:

**Department Approvals**

I confirm that the above faculty member meets the eligibility requirements for leave to complete a terminal degree or for professional development and this leave will not interfere with the needs of the department/division/program or school. YES NO

Approved  
Department Chair

Denied

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Additional Approvals**

Approved  
Dean

Denied

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Approved  
RBHS Chancellor

Denied

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***If the Chair, Dean or Chancellor withhold approval, a written statement of reasons shall be given to the faculty member upon request within ten (10) working days of that request.***

***Once final approval is received and processed through Perceptive Content, the school Faculty Affairs Office must open a leave case for the faculty member via OneSource. A copy of this application must be sent to all secondary departments, centers or institutes that the applicant is affiliated with.***