



RBHS LEAVE OF ABSENCE WITHOUT PAY REQUEST

This document defines the process for a 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 all RBHS faculty, except those who are AAUP-AFT or NJEA eligible. Requests shall normally be made one year in advance.

Prior to submitting a request, all applicants should review the AAUP-BHSNJ Article – Leave of Absence without Pay (<https://facultyaffairs.rbhs.rutgers.edu/wp-content/uploads/aaup-bhsnj-article-leave-of-absence-without-pay.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.