

REQUEST FOR LEAVE WITHOUT PAY

For leaves without pay in excess of 30 days, this form should be approved by the appropriate department head, dean and vice president, and submitted to Personnel and Payroll Services before the leave commences. For employees on a Board of Regents Contract requesting leaves in excess of 1 semester, the President's approval is also required, and a letter of agreement specifying the conditions of the leave should accompany the request form. Military leave does not require a leave request form but a copy of the military orders should be on file with Personnel and Payroll Services, and military leave taken should be recorded on the employee's timesheet.

For more detailed information, reference Section 1020.0 of the Montana State University Personnel Policy and Procedures Manual which can be found on the Web at <http://www.montana.edu:80/~aircj/manual/pers.>

I request leave without pay for the following period:

Start Date _____ End Date _____

This leave is for the following reason:

_____ Parental/Maternity

_____ Educational

_____ Other: _____

Name _____ SSN _____

Department _____

Employee Signature _____ Date _____

Department Head Signature _____ Date _____

Dean Signature _____ Date _____

Vice-President Signature _____ Date _____

President Signature _____ Date _____