



**REQUEST FOR
LEAVE WITHOUT PAY**

Montana State University
Office of Human Resources
920 Technology Blvd., Ste. A
PO Box 172520
Bozeman, MT 59717-2520
Phone: 406-994-3651
Fax: 406-994-5974

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 Human Resources before the leave commences. For employees on a Board of Regents/Montana University System 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, regarding the Leave Without Pay Policy reference Section 1035.00 of the [MSU Human Resources Policies & Procedures Manual](#). For more detailed information regarding the Military leave policy reference Section 1020.00 of the [MSU Human Resource Policies & Procedures Manual](#). Both policies can be found on the MSU website at www2.montana.edu/policy/personnel.

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 _____