

**STANFORD UNIVERSITY
FACULTY APPLICATION FOR LEAVE OF ABSENCE**

Name:

Date:

Title:

Department(s):

School(s):

Requested Leave: Enter all Dates

Sabbatical

Start date:

Stop date:

Eligibility: quarters/months/semesters accrued since last sabbatical or initial appointment

Rate of pay during leave:

Leave without salary

Start date:

Stop date:

Rate of pay during leave:

Other (*see definitions below for other types of leave*):

Start date:

Stop date:

Rate of pay during leave:

Please describe fully the purpose and planned activity for the leave period. (Should substantial changes in these plans occur, it must be approved by the Department and School.)

Please list courses you have been or will be instructing during the year preceding the requested leave and show arrangements that have been made for them in your absence.

Course/Number/Quarter

Substitution arrangements

Please list current dissertation students by name for whom you are principal advisor and show arrangements that have been made for their supervision in your absence.

Name

Supervision arrangements

Please describe arrangements that have been made for continuation of your graduate and undergraduate advising responsibilities.

Please list clinical responsibilities that you have had in the last year and show what arrangements have been made for them in your absence.

Please describe arrangements that have been made for continuation of any administrative duties for which you are responsible.

If you are the Project Director or Principal Investigator on any externally sponsored project, please describe the arrangements you have made and the agency prior approvals you have received, as required by the grant or contract terms and conditions, for your absence from the project and/or reduced level of effort during this requested leave. (See policy in Research Policy Handbook Chapter 3.1)

For sabbatical requests only, if you expect to receive compensation to supplement your sabbatical salary, please list anticipated purposes, sources and amounts of support other than Stanford sabbatical salary or consulting fees obtained in accordance with Stanford's consulting policy. Total compensation should not exceed your full-time Stanford base salary for the leave period. (Should substantial changes in these plans occur, they must be approved by the Department and School.)

Purpose

Source

Estimated amount

Faculty Signature	Date
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Department Chair	Date
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Dean	Date
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Secondary/Joint Department Chair	Date
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Dean	Date
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By default, the dates of your leave will be visible on your Faculty Profile (CAP) and Stanford Directory (StanfordWho). No other information concerning the nature of the leave will be visible. To opt out of having your leave dates visible publicly, see the [faculty leave status FAQ](#).

Other types of leave:

Family and Medical Leave: defined in *The Faculty Handbook*, Chapter 3.5. Also includes maternity leave.

Fourth Quarter Leave: any compensatory leave which may be made available by a school when fourth quarter teaching duty is required by programmatic need and when such duty is not compensated under the supplementary compensation policy (see *The Faculty Handbook*, Chapter 5.1.3 (2)).

Intramural Buyback: any leave from teaching and other institutional responsibilities during which the faculty member receives full or partial salary from a Stanford department, school, specified policy center or institute, or other affiliate.

Period of Pure Research: defined in *The Faculty Handbook*, Chapter 3.4.

Reduced Teaching & Clinical Duties and Childcare Leave: defined in the *The Faculty Handbook*, Chapter 3.5.5. and 3.5.6. Also includes any teaching relief which may be made available by a school (e.g., Law School teaching relief leave).

With salary leave: any leave with salary which has been approved by the department chair and the dean.

Questions concerning sabbaticals and leaves should be directed to the faculty affairs officer in your school dean's office.