LEAVE GUIDE

Here are the instructions completing the Leave of Absence form (UPAY 573)

1. Fill 1-6 personal information. If you do not know #2 (employee ID), you can find it on your paystub.

2. Field # 7: Sabbatical only

3. Field # 8: Check one appropriate reason for leave. (If Family Medical Leave, please inform Kristine, so FML packet can be drawn).

3. Field # 9: Below is a chart with **pay period** of leave. Use the appropriate payroll dates, not service dates, on the form.

Fall:	Begin Date: 07/01/17	Return Date: 11/01/17
Winter:	Begin Date: 11/01/17	Return Date: 03/01/18
Spring:	Begin Date: 03/01/18	Return Date: 07/01/18

4. Field # 10: Provide a brief (*1-2 sentence*) explanation for the purpose of the leave.

   For example: Completing research for book:*"Eat, Love, Pray."*

5. Field #11: Note any other sources of income **beyond regular salary**. Faculty receiving fellowships or other types of income should request: *Fellowship Leave Request Form*.

6. Field #12: Asks about PI status. Although every faculty is a PI in a general sense, **do not** check "yes" *unless you are a PI on grant that might require you to appoint a substitute in your absence*.

7. Field #14: Disposition of Work - Insert comment regarding what will happen with your usual work assignment during the period of the leave, for example "*Other Faculty will teach course.*"

8. **Section C&D**: This is for Sabbatical only. **Do not sign C.**

9. REMARKS: Print your name near "PREPARED BY:" if you prepared the form yourself and date. On the right of this, please sign by "EMPLOYEE SIGNATURE" and date.

10. Submit to Kristine Specht, Academic Personnel Assistant in MDU. MDU serves as official department record and a copy must be kept in your personnel file.