

APPLICATION FOR EDUCATIONAL LEAVE OF ABSENCE

Name:	Employee ID:	Title/Rank:
College:	Dept.:	
Campus address:	E-mail:	Campus phone:

Years of full time service at UT: _____ Date(s) of past educational leave(s) of absence _____

FOR FACULTY (mark only one):

Tenured _____
 Tenure track _____
 Non-tenure track _____

PAY STATUS REQUESTED (mark only one):

One semester at full pay (Fall/Spring Year) _____
 Two semesters at half pay (Year) _____

Application Checklist

1. Read HR0355 and T.C.A. § 8-34-606 (attached), which control the terms of any paid educational leave of absence;
2. Attach a one page description of the educational activities proposed during the leave, including the location, dates, and benefits of the proposed activities to the University, the campus mission, the profession, and to you;
3. Attach a current curriculum vita;
4. Attach information regarding any outside funding sought or obtained to supplement the requested educational leave;
5. Complete and attach the TCRS retirement credit application; and
6. Sign and submit this application after you have reviewed the terms below.

Terms of the Leave, If Approved

1. During an approved educational leave of absence, you will be paid one-half pay for two semesters OR full-pay for one semester, based on your choice above. Except in extraordinary circumstances approved by the Provost or Chancellor, the leave will not continue beyond the academic year for which it is awarded. Any approved leave extending beyond the current fiscal year is subject to budgetary constraints, funding availability, or both.
2. **You must return to the University for at least one full academic year (or two semesters) after taking any paid educational leave of absence. Failure to do so will result in forfeiture of retirement benefits and repayment of salary as described below:**
 - a. **Approval of paid educational leave by TCRS is conditional until this obligation is satisfied. If you do not return for the full time required, TCRS conditional approval is revoked retroactively, and you will forfeit either your year of creditable service in TCRS or retirement contributions made to an ORP account, longevity pay, as well as any 401k matching funds, and other employer-paid benefits. These forfeitures are required by state law.**
 - b. **University policy HR0335 requires that if you fail to return to work for the required period, you will be required to repay all salary received during the educational leave.**
3. Required withholding and approved deductions from salary will continue in proportion to the salary received unless you make changes to the deductions in advance. You should consult with HR to be sure you understand all benefits implications of this leave of absence.
4. Eligible (12-month) employees continue to accrue sick and annual leave on a full-time basis during the leave.
5. Within 30 days of returning from the leave, you must provide a written report of your accomplishments to your department head or chair, including the activities undertaken, results accomplished, and research or other scholarly work produced or expected as a result of the leave.

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6. During an educational leave, you will be evaluated on your performance of the stated leave activities. It is your responsibility to provide a written report in a timely manner so that evaluation is possible.
7. Non-UT employment unrelated to the purpose of the leave is prohibited unless otherwise stated in writing.

I acknowledge that I have read and understand the terms of the educational leave program set forth above. If my application for leave is granted, I will abide by and be bound by these terms, specifically including, but not limited to, by forfeiting and/or by repaying all benefits and salary as set out in Paragraph 2 above or as otherwise required by law.

Employee/Applicant Signature

Date

APPROVED BY:

Department Head

Date

Dean (for faculty)

Date

Chief Business Officer

Date

Chief Academic Officer (for faculty)

Date