

**HARVARD UNIVERSITY**  
**FACULTY OF ARTS AND SCIENCES**  
**Office of the Dean**

APPLICATION FOR LEAVE OF ABSENCE

1) Name: \_\_\_\_\_ Date: \_\_\_\_\_

2) Title: \_\_\_\_\_

3) Department(s): \_\_\_\_\_

4) Leave History:

a) Date and title of initial appointment in FAS:

\_\_\_\_\_

b) Other leaves with or without sairy during past seven years:

from                      to                      nature of leave

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

c) Date of expiration of current appointment: \_\_\_\_\_

5) Requested Leave: (check appropriate box and indicate year)

Nature of leave	Fall Term		Spring Term		Academic Year		
	Full Salary	w/o Salary	Full Salary	w/o Salary	Full Salary	Half Salary	w/o Salary
Sabbatical							
Leave without salary							
Junior Faculty leave							
Other (specify below)							

6) Please describe the purpose and planned activity for the leave period.

7) If you are applying for research leave and expect to have any portion of your leave salary paid through Harvard from grant or contract funds, please indicate the anticipated source of funding, the amount and coding.

8) If you expect to receive compensation *directly from non-Harvard* sources (ACLS, NEH, Guggenheim Foundation etc.), please list anticipated purposes, sources and amounts of support below. Should substantial changes in these plans occur, they should be reported to the dean's office.

<u>Purpose</u> (travel, salary research. expenses)	<u>Source</u>	<u>Estimated Amount</u>
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9) Please list courses (including Core courses) you would normally teach during the period of anticipated leave and show arrangements that have been made for them in your absence.

<u>Course/term</u>	<u>Substitution arrangements</u>
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10) Please list (by name) current dissertation students for whom you are principal advisor and show arrangements that have been made for their supervision in your absence.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman of the Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean of Faculty