

## Faculty Request for Leave Without Pay

### Faculty Manual Information

Leave without pay may be granted for active military service or for an extended period of disability because of illness, injury, or maternity. If a period of absence certified by a health care professional exceeds the amount of accrued sick leave, the faculty member may use annual leave, if available, or apply for leave without pay. The request for leave may not be denied for an illness or disability of a faculty member that is certified by a health care professional. The amount of leave shall not exceed the time certified by the health care professional. The total period of leave normally shall not exceed 180 work days of leave with pay or 180 calendar days of combined leave with or without pay. In extenuating circumstances and at the discretion of the President or the President's designee, the period of authorized leave may be extended up to a total of 365 calendar days of combined leave.

The President may grant leave without pay on the recommendation of the appropriate administrators if the best interest of the University will be served. If a faculty member fails to return after the period for which leave has been granted, the appointment shall be terminated. The authorization of leave without pay shall be a matter of administrative discretion and may be considered for extended absence in the interest of the University such as advanced or academic training, research, or experiences leading to increased competence of the faculty member. Such leave may be granted for a maximum continuous period of one year, unless extended by the President.

Leave without pay for personal reasons may be granted by the Chair or Dean for up to ten consecutive calendar days. Upon request by the Chair or Dean, the Vice President for Human Resources, or the Vice President's designee, may grant leave without pay in excess of ten consecutive calendar days.

Failure to obtain approval prior to taking leave without pay may result in the absence being charged as unauthorized leave. Annual and sick leave shall not accrue during periods of leave without pay, but accumulated leave totals shall not be forfeited. Before starting leave, faculty members should contact the Division of Human Resources about the continuation of health and dental insurance, and other benefits. See also University Policy HR 1.12 Leave Without Pay.

### Employee Information

Name: (Last, First, Middle)	USC ID:
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Information will be sent to the address on file. If the address needs to be changed fill out [Universal Name/Address Change Form](#).

Academic Rank:	Tenured:	Tenure Track:
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Dept. Name:	Dept. No.:
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College:	Foreign National:    Yes          No
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Select One:	Personal	Illness or Disability	Military	Other	Specify:
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Expected Dates of LWOP:	through:	(If beyond 180 days needs approval by HR)
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Has the Tenure Clock Extension Form been submitted?    Yes          No          N/A	Site of Service:
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Briefly explain the reasons for the request: (Attach additional pages as needed)

**I have read the statements on leave without pay in [The Faculty Manual](#) and [USC Policies and Procedures Manual](#). I understand the conditions and requirements.**

Faculty Member's Signature:	Date:
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Academic Administrative Signature (Attach Supporting Documentation)	Date
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	Dept. Chair:	
	Dean:	
	Provost:	
	President:	

- If applicable please attach the Tenure Clock Extension Form.
- This completed form should be submitted to the Division of Human Resources along with a PBP-7-LWOP for further processing.