

Request for leave / leave modification

C-

REQUEST FOR ACADEMIC LEAVE

(COMPLETE SECTION A & C)

REQUEST FOR LEAVE WITH AND WITHOUT PAY

(COMPLETE SECTION B & C)

REQUEST FOR LEAVE MODIFICATION

(COMPLETE SECTION D)

SURNAME (CANDIDATE)				GIVEN NAMES				EMPLOYEE NUMBER							
FACULTY, SCHOOL						DEPARTMENT									
ACCOUNTING PLAN – FDM						POSITION NUMBER		FTE							
FUND		COST CENTER		PROGRAM		ACCOUNT									
HIGHEST DEGREE OBTAINED AND DATE															
INSTITUTION				LOCATION				DIPLOMA				YEAR			
DATE OF HIRING						YEAR			MONTH			DAY			
DATE OF TENURE						YEAR			MONTH			DAY			

REQUEST FOR LEAVE

A	TYPE OF LEAVE		<input type="checkbox"/> ACADEMIC LEAVE WITH A REQUEST FOR A RESEARCH GRANT				<input type="checkbox"/> ACADEMIC LEAVE WITHOUT A REQUEST FOR A RESEARCH GRANT				PERIOD OF LEAVE		FROM		TO				
	DATE OF LAST ACADEMIC LEAVE		FROM		TO		CREDITS AVAILABLE FOR THIS REQUEST		CREDITS TO BE USED FOR THIS REQUEST		BALANCE		YEAR		MONTH		DAY		
	SALARY WHILE ON ACADEMIC LEAVE				%														
B	TYPE OF LEAVE REQUESTED		<input type="checkbox"/> LEAVE WITH PAY				SALARY WHILE ON LEAVE				%		<input type="checkbox"/> LEAVE WITHOUT PAY						
	PERIOD OF LEAVE		FROM		TO		YEAR		MONTH		DAY		YEAR		MONTH		DAY		
CONSEQUENCE OF LEAVE ON PTR						RECOMMENDATION		<input type="checkbox"/> YES <input type="checkbox"/> NO		CONSEQUENCE OF LEAVE ON YULE						RECOMMENDATION		<input type="checkbox"/> YES <input type="checkbox"/> NO	
C	FACULTY TPC RECOMMENDATION																		
	<input type="checkbox"/> POSITIVE <input type="checkbox"/> NEGATIVE <input type="checkbox"/> ATTACHED																		
DEAN'S RECOMMENDATION																			
<input type="checkbox"/> POSITIVE <input type="checkbox"/> NEGATIVE <input type="checkbox"/> ATTACHED																			
												DATE			DEAN'S SIGNATURE				

Request for leave / leave modification

LEAVE MODIFICATION

D

<input type="checkbox"/> DEFERRED LEAVE	ORIGINAL PERIOD OF LEAVE MODIFIED PERIOD OF LEAVE	FROM <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">YEAR</td> <td style="width: 33%;">MONTH</td> <td style="width: 33%;">DAY</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	YEAR	MONTH	DAY				TO <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">YEAR</td> <td style="width: 33%;">MONTH</td> <td style="width: 33%;">DAY</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	YEAR	MONTH	DAY				N° RÉF. : C-
YEAR	MONTH	DAY														
YEAR	MONTH	DAY														
<input type="checkbox"/> CANCELLATION OF LEAVE ▷ _____																
<input type="checkbox"/> THIS MODIFICATION WILL ENTAIL A CHANGE TO THE REQUESTED SALARY		<input type="checkbox"/> THIS MODIFICATION WILL ENTAIL A CHANGE TO THE REQUIRED CREDITS														
SALARY WHILE ON LEAVE ▷ _____ %		NUMBER OF CREDITS MODIFIED ▷ _____														
_____ DATE			_____ DEAN'S SIGNATURE													

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