| **Name:** |  | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **School:** |  | | | | | | | |  | **Department:** |  | | | |
| **Date of Initial Appointment:** | | | | |  | | | |  | **Initial Rank:** |  | | | |
| **Present Rank:** | | |  | | | | | |  | **Effective Date:** | |  | | |
|  | | | | | | | | | | | | | | |
| **Duties at Pratt:** | | | | | | | | | | | | | | |
| **Reason for Leave:** | | | | | | | | | | | | | | |
| **Dates of leave requested** **☐with/****☐without Salary:** | | | | | | | |  | | | | | | |
| **Date(s) of previous leave(s):** | | | | | |  | | | | | | | | |
| **Faculty Signature:** | | | |  | | | | | | | | | **Date:** |  |
|  | | | | | | | | | | | | | | |
| **SIGNATURES** | | | | | |  | | | | | | | | |
| **Chairperson:** | | **☐ Approved** **☐ Disapproved** | | | | |  | | | | | | **Date:** |  |
| **Dean’s estimated cost of providing a replacement:** | | | | | | | **$** | | | | | | | |
| **PDean:** | | **☐ Approved ☐ Disapproved** | | | | |  | | | | | | **Date:** |  |

**Must be attached to Chairperson’s and Dean’s letter of recommendation.**