| **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.**