

**ARTS & SCIENCES
Faculty Leave Request**

***Complete the bottom portion if you will receive any non-Duke pay through the Duke
Year: _____**

Name: _____

Department: _____

Leave probability (circle the appropriate description):

Definite

Contingent on funding application

Contingent on reappointment/tenure

Type of Leave:

Sabbatical

____ one semester full pay; Which semester: fall spring

____ two semesters half pay

____ two semesters half pay plus non-Duke pay through Duke*

Accelerated Sabbatical

____ one semester full pay; Which semester: fall spring

____ two semesters half pay

____ two semesters half pay plus non-Duke pay through Duke*

Junior Research Leave

____ one semester full pay; Which semester: fall spring

____ two semesters half pay

____ two semesters half pay plus non-Duke pay through Duke*

Leave of absence

____ without pay Which semester: fall spring both

____ without pay from Duke but with non-Duke pay through Duke*

Dean's Leave (Use only for fulfilling past commitments and new competitive Dean's Leaves, which are restricted to PoPs)

____ one semester full pay; Which semester: fall spring

____ two semesters half pay

____ two semesters half pay plus non-Duke pay through Duke*

Others

____ John Hope Franklin Seminar

____ SSRI

____ Short-Term Disability Leave

with tenure clock relief yes -- no

____ Parental Leave**

with tenure clock relief yes – no

____ Primary Caregiver tenure clock relief**

____ Other: Please give a brief description

**Complete and attach the affidavit at: http://www.hr.duke.edu/parental_leave/request.pdf

If you will receive pay from a non-Duke source but through the Duke payroll system, please give as much of the following information as possible. After the leave is approved and before it begins, please assure that your departmental administrative assistant has supplied all this information to the Office of Finance and Administration, 109 Allen Building. Remember that all salary paid through Duke is charged the standard fringe rate.

*Code to be charged: _____

The period this arrangement will cover: _____

The monthly salary rate charged to this code: _____