

Dean/Director
Date

Date

Chancellor

Date approved by Board of Trustees: _____

Date approved by State Retirement System, if applicable: _____

*If the dean/director and department/unit head approve the request, they will prepare and attach to this request, at the time it is transmitted, an explanation of the impact of this leave upon the work of the department/college (or other unit) and how the duties of the employee will be covered for the duration of the leave. Include in this memorandum any additional conditions on which approval of the leave should be predicated.