

**College of Arts and Architecture/ University Arts Services  
REQUEST FOR LEAVE OF ABSENCE**

**ALL DATA ITEMS MUST BE COMPLETED**

Dept/Unit \_\_\_\_\_

1. Employee Name \_\_\_\_\_

PSU ID# \_\_\_\_\_

2.  Faculty  Staff

3. Rank/Title/Grade \_\_\_\_\_

4. Leave With Pay  attach details including funding source  
Leave Without Pay   
Partial Pay  percentage \_\_\_\_\_  
Funding Source? \_\_\_\_\_

5. Type of Leave  
Personal   
Childcare   
Family   
Formal Study   
Sick Leave   
Other

6. Benefit information discussed with Employee? \_\_\_\_\_  
(College HR office to provide information before Leave is finalized)

7. Additional Details or attach letter

8. Request to Proceed with this Leave of Absence:  
Dept/Unit Head \_\_\_\_\_ Date \_\_\_\_\_  
notes.....

9. Funding Sources Confirmed:  
Financial Officer \_\_\_\_\_ Date \_\_\_\_\_  
notes.....

10. Approval to Process Leave of Absence for this Employee:  
Dean \_\_\_\_\_ Date \_\_\_\_\_  
notes.....

11. Form Received and Distributed by Human Resources:  
HR Representative \_\_\_\_\_ Date \_\_\_\_\_  
notes.....