

**NYU Steinhardt School of Culture, Education, and Human Development  
APPLICATION FOR LEAVE OF ABSENCE**

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Name: \_\_\_\_\_ Rank: \_\_\_\_\_

Department: \_\_\_\_\_

Office Address: \_\_\_\_\_

Home address: \_\_\_\_\_

Date of initial full-time appointment at NYU: \_\_\_\_\_

State dates of leave:  Fall \_\_\_\_\_  Spring \_\_\_\_\_  Academic year \_\_\_\_\_

Other dates, please indicate: \_\_\_\_\_

Check one: With Pay \_\_\_ or Without Pay \_\_\_

Purpose of leave:

Address when on leave:

Will your office be available for departmental use during your leave? Yes  No

If you currently reside in NYU Housing, will your apartment be available for sublet? Yes  No

If yes, please provide the apartment address and dates of availability:

Address: \_\_\_\_\_

Dates of availability: \_\_\_\_\_

Leaves of absence must be approved by the department chairperson who will forward the application to the dean's office for approval. The final authority to accept or reject a recommendation or a leave of absence rests with the Office of the Provost. A request must be made as early as possible.

Leaves of absence are normally granted for up to one year and, in special cases, two years. Thereafter, it is expected that the faculty member will return to full-time status or resign his/her faculty position.

Leaves of absence almost always stop the tenure clock. Please note however that per University guidelines tenure-track faculty may only stop the tenure clock for a maximum of one year either through a leave of absence or through tenure clock stoppage.

Leaves of absence almost always stop the sabbatical time clock, i.e., a year on leave of absence does not usually count towards the faculty member's eligibility for sabbatical leave.

Faculty Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Chairperson's Approval: \_\_\_\_\_ Date \_\_\_\_\_

Dean's Office Approval: \_\_\_\_\_ Date \_\_\_\_\_