

Yale School of Medicine
Office of Academic and Professional Development
Phone: 203-785-4670; Email: faculty.affairs@yale.edu

Request for Unpaid Leave

Faculty Handbook: Unpaid Leaves Faculty who are on appointments of three years or more and who have taught at Yale for at least one year are eligible for a one-semester or full year leave of absence without salary. Such a leave is granted on recommendation of the department chair and the FAS Dean in the Faculty of Sciences or of the Dean in one of the professional schools, and with the approval of the Provost.

Submit this completed form to: faculty.affairs@yale.edu

Date:

Name:

Rank:

Department:

Type of Leave Request (Choose one)

Public Service Leave

Military Service Leave

Other (Please explain)

Beginning and end dates of the leave

Provide a description of the plan for the leave

Approvals

Faculty member/Date

Section Chief/Date (if applicable)

Department Chair/Date

Deputy Dean for Academic Affairs/Date

Deputy Provost/Date