



Name **Today's Date** **Department**

Type of Leave **Start Date** **End Date** Sabbaticals, junior leaves, primary caregiver leaves, and most professional leaves are granted in semester intervals.

Description of leave if Other chosen above. **Leave Pay** Fall: July 1 - December 31
Spring: January 1 - June 30

Are you requesting a tenure-clock extension? Yes No Primary caregiver leave requests must include a signed, notarized form attesting to caregiver status. Please submit the notarized form with this application.

Please answer each of the following:

Describe the purpose of and planned activity for the leave period.
(2000 characters max.)

Note: Should substantial changes to these plans occur, the request must be re-approved by the Department Chair and Dean.

List courses you have been or will be instructing during the year preceding the requested leave.

Course Title Course # Course Title Course #

Describe what arrangements have been made for continuation of your graduate and undergraduate advising responsibilities. (750 characters max.)

Describe what arrangements have been made for continuation of any administrative duties (e.g., committees) for which you are responsible. (750 characters max.)

If you are the Project Director or Principal Investigator on any externally sponsored project, describe the arrangements you have made and the agency prior approvals you have received, as required by the grant or contract terms and conditions, for your absence from the project and/or reduced/increased level of effort during this requested leave. Attach copies of agency approvals. (750 characters max.)

I understand that this leave of absence, if granted, is governed by applicable University policies and is subject to the following conditions:

- a) Paid Leaves: The University pays its usual portion of insurance payments for a maximum of 12 months, inclusive of all leaves. If you do not wish to continue your University insurance, arrangements to terminate your insurance will need to be made with Human Resources. Contributions to the Retirement Plan are solely based on compensation paid by Rice during the leave.
- b) Unpaid Leaves: Arrangements to have the University continue benefits during unpaid leaves should be made with Human Resources prior to the leave. The University also pays its usual portion of insurance payments for the first 12 months of an unpaid leave. No contributions are made to the Retirement Plan when on unpaid leave.
- c) Failure to pay insurance premiums will result in cancellation of your University insurance.
- d) Medical Leaves: Applicants must provide a letter from a doctor stating the need for the leave and the estimated duration of the leave before the leave can be granted. A doctor's note stating ability to return to work must be provided before work can resume.
- e) With the exception of the first 12 weeks of family/medical leaves, the period during which the University contributes to benefits is considered part of the COBRA continuation period.
- f) Benefit time and holidays do not accrue during a leave of absence, including leaves paid under the short-term disability program or Worker's Compensation program

Please acknowledge your understanding: _____

Rice University policies relating to faculty leaves of absence:

[Sabbatical Leaves of Absence, Policy 208](#)

[Faculty Family, Primary Caregiver, Professional, and Medical Leaves, Policy 204-03](#)