

## Development Leave Request Form

To apply for development leave, this form must be completed and attached to the request letter. The form and letter must be received by the applicant's department chair no later than February 1 preceding the academic year during which leave will be taken.

### Employee information

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

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

Leave request: ☐ 1 semester at full pay    ☐ 2 semesters at half pay

Dates of leave requested: From \_\_\_\_\_ To \_\_\_\_\_

*I certify that I have read and understood the requirements for development leave detailed in DEC (Legal) and DEC (Local). I intend to return to the College District following the completion of the development leave to serve for a period equal to the amount of time I receive for development leave, if approved. I understand that, if I do not return, I must repay the College District for any benefits paid to me or on my behalf during the leave period.*

Employee signature \_\_\_\_\_

Date \_\_\_\_\_

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**Department Chair:** ☐ Approve    ☐ Reject

In the space below, explain why the applicant's request for leave is or is not approved. Attach additional sheets if needed.

Signature \_\_\_\_\_

Date \_\_\_\_\_

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**Instructional Dean:** ☐ Recommend ☐ Do Not Recommend

In the space below, explain why the applicant's request for leave is or is not recommended. Attach additional sheets if needed.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Development Leave Committee:** ☐ Recommend ☐ Do Not Recommend

In the space below, explain why the applicant's request for leave is or is not recommended. Attach additional sheets if needed.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Vice President for Instruction:** ☐ Recommend ☐ Do Not Recommend

In the space below, explain why the applicant's request for leave is or is not recommended. Attach additional sheets if needed.

Signature \_\_\_\_\_ Date \_\_\_\_\_