

COM Development Leave Request Form

To apply for development leave, this form must be completed, signed, and dated by the employee and department chair and attached to the request letter. The complete application must be received by the Development Leave Committee, the faculty member's dean, and the Vice President for Instruction no later than February 1 of the academic year prior to the year for which leave is requested.

Employee information

Name: _____

Department: _____

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

Dates of requested leave: Beginning _____ Ending _____
First day of leave Last day of leave

I certify that I have read and understood the requirements for development leave detailed in policy DEC (Local).

Employee signature _____

Date _____

Department chair approval

☐ Approved ☐ Rejected

Signature _____

Date _____