

**UNIVERSITY OF NORTH TEXAS
FACULTY DEVELOPMENT LEAVE APPLICATION
COVER SHEET**

Please insert the required information in the application form. Please electronically submit the original to the Provost's Office with chair and dean signatures. **If approved, this form shall also serve as the Request for Leave (VPAA-150).**

Applicant: _____ EMPLID: _____

Department: _____

College/School: _____

Rank: _____

Date of Last Faculty Development Leave: _____ Year of Initial Faculty Appointment: _____

Type of Leave:

Grant Class I – Research Grant Class II – Creative Grant Class III – Renewal

¹Leave Period Requested:

Fall (100%) Spring (100%) ²Fall (50%) Spring (50%)

Other (_____ %) _____

Anticipated Replacement Cost (Covered by Department or College): \$ _____

Proposal Title: _____

Applicant Signature: _____ Date: _____

Approved or Denied by:

Department Chair: _____ Date: _____

Dean: _____ Date: _____

FDL Committee Chair: _____ Date: _____

Provost: _____ Date: _____

¹ You must also consider the impact your leave request may have if you are the Principal Investigator for any active sponsored project. Sponsor approval is required for PI disengagement from a Proj ID for more than 3 months. This applies to all sponsors -- federal, state and private. Being away from campus does not necessarily constitute disengagement, as long as the PI continues to activity manage the award on a daily basis.

² If the Leave Period is spread across the fall and spring semesters, your FTE will be reduced to 50% for this time period. This will classify you as a part-time employee according to the Employees Retirement System's (ERS) rules. Part-time employees only receive 50% state contribution for employee health insurance and basic life coverages, and 25% state contribution for dependent health insurance coverage, whereas full-time employees receive 100% and 50%, respectively. Sick Leave accruals will also decrease from 8 hours (100%) to 4 hours (50%) per month.