



REQUEST FOR LEAVE WITHOUT PAY

Date:

Name:

Rank:

UNM ID:

Department:

Leave without pay is requested for the following dates:

The reason for the request is:

It is is not my plan to accept appointments as a faculty member, visiting lecturer or research professor at another school or university. (If foregoing statement is positive, please attach materials explaining the period of time and other arrangements)

FOR PROBATIONARY FACULTY: **CURRENT TENURE DATE:** _____

A leave of absence without pay will normally extend the probationary period. The faculty member's probationary period will resume once the faculty member returns to the university.

Tenure Clock: to stop continue during leave (justification memo if clock is to continue)

Benefit Eligibility:

Leave Without Pay will affect your benefits and retirement. It is the responsibility of the faculty member to contact the UNM Benefits Office at hrbenefits@unm.edu for specific information about LWOP's impact.

Faculty Signature

Date

Supporting document:

The department chair will submit a department plan detailing coverage for the faculty member's duties while on leave without pay.

RECOMMENDATIONS:

_____	_____	Approved
Department Chair	Date	Denied
_____	_____	Approved
Dean/Designee	Date	Denied
_____	_____	Approved
Branch Chancellor (if Applicable)	Date	Denied
_____	_____	Approved
Provost/Designee	Date	Denied
_____	_____	Approved
President (if Applicable)	Date	Denied

Leave without pay requests exceeding 1 year are rare and require approval from UNM President.



Policies and Procedures:

- Faculty Handbook: C280 Leave Without Pay (<https://handbook.unm.edu/c280/>)
- Unit 1 Collective Bargaining Agreement: Article 9, Section H (<https://provost.unm.edu/faculty-unionization/docs/collective-bargaining-agreement-unit-1.pdf>)

OAP Use Only

Notes for HRTC

Effect Date

End Date

Job Change Reason