

LANGSTON UNIVERSITY
OFFICE OF HUMAN RESOURCES

REQUEST FORM
LEAVE OF ABSENCE WITHOUT PAY

Leave of absence without pay may be granted for a specified period, normally for educational or public service reasons or for family needs and because the University wishes to maintain an association with the individual. The granting of leaves of absence without pay requires an association with the individual. The granting of leaves of absence without pay requires an assurance of reemployment by the department, unless specifically authorized otherwise by the Vice President, with the approval of the President. Leaves of absence without pay similarly require the employee's intention to return to work at the end of the approved leave period.

This form must be completed for leaves of absence without pay of a duration longer than 30 days normal pay period. The Benefit Office must be contacted by the employee before the beginning of the leave to arrange for continuation of any University benefits for which the employee is eligible.

Name of employee _____ Date _____

Department _____ Dates of the leave _____

Purpose of the leave _____

Employee Signature

The following signatures are required for approval of leaves without pay:

Department Head

Director/Dean (Academic Affairs only)

Vice President

President