

UI,S-LOA  
(11/96)

UNIVERSITY OF LOUISIANA SYSTEM  
REQUEST FOR LEAVE OF ABSENCE  
AND SABBATICAL AGREEMENT

INSTITUTION: \_\_\_\_\_  
NAME OF EMPLOYEE \_\_\_\_\_ CLID/SSN \_\_\_\_\_  
TITLE: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_  
HIGHEST DEGREE: \_\_\_\_\_ BIRTHDAY: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Age: \_\_\_\_\_  
NUMBER OF CONSECUTIVE FISCAL YEARS ACTIVE SERVICE IN LOUISIANA: \_\_\_\_\_  
NUMBER OF SEMESTERS OF ACTIVE SERVICE AT THIS INSTITUTION: \_\_\_\_\_

a. With Pay \_\_\_\_\_ Amount \$ \_\_\_\_\_ b. Without Pay \_\_\_\_\_

LENGTH OF LEAVE REQUESTED (Number of weeks): \_\_\_\_\_

EFFECTIVE DATES OF LEAVE: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

MANNER IN WHICH THIS LEAVE, IF GRANTED, WILL BE SPENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have reviewed the RULES [Bylaws, and Policies and Procedures] of the UNIVERSITY OF LOUISIANA BOARD OF TRUSTEES, at Chapter III, Section V, pertaining to Leaves of Absen

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(Instructions: Please indicate with a check mark the pay status of your leave, answer any questions pertaining to your status, and sign your name along with the date.)

1. OFFICIAL SABBATICAL LEAVE WITH FRACTIONAL PAY (75% of present salary) \_\_\_\_\_

During a period of official leave with fractional pay, a higher percentage of retirement withholding will be assessed against your fractional pay (i.e., you will be assessed as if you were earning 100 percent of your present salary) to allow for retirement credit during the official leave period. The institution will pay full employer's share (University of Louisiana System Board of Trustees Rules and Procedures Manual Chapter III, Section V).

The leave pay shall be distributed over the entire period of leave.

In accepting this leave of absence with pay, I understand that I assume a legal obligation, as listed in Acts 1991, 858 (R.S. 17:3328) to return to this institution for at least one year of further service. Failure to return the semester immediately following sabbatical will result in repayment of all sabbatical leave pay received, unless otherwise determined by the Board.

II. OFFICIAL LEAVE WITHOUT PAY \_\_\_\_\_

During a period of official leave without pay, under the present law, you cannot make contributions of your share of employer's share of the salary you would have been paid by the institution during that period of leave.

In order to purchase this time, you must consult with your respective Retirement System.

OTHER PROVISIONS

I am aware of the prohibition against dual appointments or dual employment as described in R.S. 42:63. This statute provides that no person holding an elective office, appointive office, or employment in any of the branches of state government or a subdivision thereof shall at the same time hold another elective office, appointive office, or employment in the government of a foreign country, in government of the United States, or in the government of another state.

I fully understand the above statements.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, Applicant for Leave

APPROVED: \_\_\_\_\_ B  
Date President Institution