

## Leave Checklist

**DIRECTIONS:** Please mark boxes (x) where necessary documents are included.

- Only one paperclip for the entire leave request
- Each item must be included separately *in the order listed*.
- For REGULAR LEAVES: Points 1, 2, 3, 4, 5, and 6 are required. Points 1, 2, and 3 can be on one continuous page, please note each section with the appropriate header.
- For CONTRACTUAL or ADMINISTRATIVE LEAVES: Points 1, 2, 3, and 4 are required. Points 1, 2, and 3 can be on one continuous page, please note each section with the appropriate header.

Scanned versions of the items listed below, with the exception of the checklist, must be put in the Filemaker Pro document library.

NAME: \_\_\_\_\_

Leave Checklist	Regular	Contractual or Administrative
Form L front signed by the Faculty Member and Department Chair	<input type="checkbox"/>	<input type="checkbox"/>
Dean's Letter (to be included by Dean's office)	<input type="checkbox"/>	<input type="checkbox"/>
Letter from Chairperson to Dean	<input type="checkbox"/>	<input type="checkbox"/>
Copy of letter stipulating contractual/administrative terms of leave	<input type="checkbox"/>	<input type="checkbox"/>
1. Applicant's Statement of Leave History at Notre Dame	<input type="checkbox"/>	<input type="checkbox"/>
2. Applicant's Statement of Leave Project (2-3 pages)	<input type="checkbox"/>	<input type="checkbox"/>
3. Report on most recent Leave	<input type="checkbox"/>	<input type="checkbox"/>
4. Record of Leave Form	<input type="checkbox"/>	<input type="checkbox"/>
5. Detailed Statement of External funding for Leave ( <b>Required for Regular leave/when applicable for Contractual Leave</b> )	<input type="checkbox"/>	<input type="checkbox"/>
6. Approval letter from funding source. If not available by the due date for submission of packets, it can be sent to the Dean's office once obtained from the faculty member and no later than May 10th	<input type="checkbox"/>	<input type="checkbox"/>
Applicant's Updated CV	<input type="checkbox"/>	<input type="checkbox"/>
Outbound Visiting Faculty Agreement (available on the Provosts website <a href="http://provost.nd.edu/">http://provost.nd.edu/</a> , to be included when faculty will receive full or partial salary from a host institution during the leave period)	<input type="checkbox"/>	<input type="checkbox"/>