

**College of Arts and Letters**  
**Record of Leave History**

**NAME** \_\_\_\_\_

To determine your eligibility for leave, please indicate previous semesters of leave and specify the nature of each leave: externally funded; internally-funded; administrative; contractual; special; or FMLA.<sup>1</sup> Leave the box blank for semesters in which you taught your usual course load.

	Fall	Spring
2019-20		
2018-19		
2017-18		
2016-17		
2015-16		
2014-15		
2013-14		
2012-13		
2011-12		
2010-11		

---

<sup>1</sup> Externally funded: funded by a major external grant. Internally funded: ordinary leave awarded after 10 semesters of teaching. Administrative: following the conclusion of an administrative appointment. Contractual: negotiated in the course of recruitment or retention. Special: special circumstances requiring approval. FMLA: approved by HR. Do not discuss reasons for FMLA; simply indicate semesters in which it was granted.