

Faculty Leave Notification

The University of North Carolina at Chapel Hill

Employee Name: _____ PID _____ Service Period 9 mo 12 mo
Base Department: _____ Current Base Salary \$ _____

Dates of Leave Assignment:

(Payroll Dates)

From: _____

To: _____

Type of Leave Assignment:

(Check one)

- Research and Study Assignment
 Internal Competitive Leave / Name: _____
 External Competitive Leave / Name: _____
 Leave Without Pay (Professional)
 Leave Without Pay (Personal)
 Other: _____

Leave Location:

Purpose:

Total Actual Salary (while on leave)	Salary From State Funds	Salary From Non-State Funds	Salary From Non-University Funds	(Check one:)	<input type="checkbox"/> Full Pay <input type="checkbox"/> Partial Pay <input type="checkbox"/> No Pay

Other compensation, allowances or benefits:

Dates of Most Recent Leave (if any):

From _____

To _____

Type & Name of Most Recent Leave:

Will you receive compensation from another institution while on leave? Yes No

If yes, please explain:

Faculty receiving compensation from another institution or employer while on leave should provide documentation detailing the expected compensation and benefits.

In accepting this competitive leave, research and study assignment or leave without pay (professional), I agree to return to the University following such leave or assignment and complete one full year of service. I agree that if I fail to complete one full year of service at the University following such leave or assignment, I will be liable to repay to the University any compensation and benefits I receive from the University during the period of leave or assignment.

Employee's Signature: _____

Date: _____

APPROVED BY

Signatures:

Department Chair/Director

Date: _____

Dean/Director/Vice Chancellor

Date: _____

Executive Vice Chancellor & Provost

Date: _____

Chancellor

Date: _____

FACULTY LEAVE NOTIFICATION INSTRUCTIONS/DEFINITIONS

Current Base Salary	Salary prior to leave: The faculty member's base salary (excluding administrative supplements) when not on leave.
Dates of Leave Assignment	For twelve-month employees, actual payroll dates of leave. For nine-month employees, these dates should be July 1-Dec. 31 or Jan. 1-June 30. (These are the same dates used on the EPA Web action.)
Type of Leave Assignment	
Research and Study Assignment	Semester assignment for research and scholarly pursuits to support faculty development. Allocations of one semester for every seven faculty may be made through the appropriate dean's offices.
Internal Competitive Leave	Leaves funded from UNC-Chapel Hill funds, i.e., Kenan, Pogue, Reynolds, Institute for Arts & Humanities.
External Competitive Leave	Leaves funded from outside sources, i.e., Guggenheim, Fulbright, or other nationally and internationally competitive awards. Any salary top-up requires prior approval of appropriate dean's office.
Leave without Pay (Professional)	Leave for research and scholarly pursuits at no pay. This is the applicable type if the employee plans to work at another institution. Continuation of benefits must be pre-arranged with the Benefits Office.
Leave without Pay (Personal)	Leave granted when other funded leaves are not applicable or earned vacation leave is exhausted. Benefits not provided.
Other	Leave that does not fit any of the other categories. Explain.
Leave Location	City, State or Country: Where does the faculty member intend to spend most of their time while on leave?
Purpose	Brief description: Include one to two sentences on what the faculty member will do while on leave.
Total Actual Salary (while on leave)	Amount while on leave. This is the actual salary while employee is on leave.
Salary From State Funds	Amount while on leave. Break down the base salary while on leave into the funding sources.
Salary From Non-State Funds	Amount while on leave. Break down the base salary while on leave into the funding sources.
Salary From Non-University Funds	Amount paid to employee directly (not through UNC Payroll) from outside agency or institution.
Other Compensation, Allowances or Benefits	Travel allowances, housing allowances.
Dates of Most Recent Leave (if any)	Provide payroll dates from last Faculty Leave Notification, leave type and name (if applicable).
Employee Signature	Employee must agree to return after select competitive leaves are taken.