

# 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:

_____	Date: _____
<i>Department Chair/Director</i>	
_____	Date: _____
<i>Dean/Director/Vice Chancellor</i>	
_____	Date: _____
<i>Executive Vice Chancellor &amp; Provost</i>	
_____	Date: _____
<i>Chancellor</i>	

## FACULTY LEAVE NOTIFICATION INSTRUCTIONS/DEFINITIONS

<b>Current Base Salary</b>	Salary prior to leave: The faculty member's base salary (excluding administrative supplements) when not on leave.
<b>Dates of Leave Assignment</b>	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.)
<b>Type of Leave Assignment</b>	
<b>Research and Study Assignment</b>	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.
<b>Internal Competitive Leave</b>	Leaves funded from UNC-Chapel Hill funds, i.e., Kenan, Pogue, Reynolds, Institute for Arts & Humanities.
<b>External Competitive Leave</b>	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.
<b>Leave without Pay (Professional)</b>	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.
<b>Leave without Pay (Personal)</b>	Leave granted when other funded leaves are not applicable or earned vacation leave is exhausted. Benefits not provided.
<b>Other</b>	Leave that does not fit any of the other categories. Explain.
<b>Leave Location</b>	City, State or Country: Where does the faculty member intend to spend most of their time while on leave?
<b>Purpose</b>	Brief description: Include one to two sentences on what the faculty member will do while on leave.
<b>Total Actual Salary (while on leave)</b>	Amount while on leave. This is the actual salary while employee is on leave.
<b>Salary From State Funds</b>	Amount while on leave. Break down the base salary while on leave into the funding sources.
<b>Salary From Non-State Funds</b>	Amount while on leave. Break down the base salary while on leave into the funding sources.
<b>Salary From Non-University Funds</b>	Amount paid to employee directly (not through UNC Payroll) from outside agency or institution.
<b>Other Compensation, Allowances or Benefits</b>	Travel allowances, housing allowances.
<b>Dates of Most Recent Leave (if any)</b>	Provide payroll dates from last Faculty Leave Notification, leave type and name (if applicable).
<b>Employee Signature</b>	Employee must agree to return after select competitive leaves are taken.