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|  | **REQUEST FOR LEAVE WITHOUT PAY** | Montana State University  Office of Human Resources 920 Technology Blvd., Ste. A PO Box 172520  Bozeman, MT 59717-2520  Phone: 406-994-3651  Fax: 406-994-5974 |

For leaves without pay in excess of 30 days, this form should be approved by the appropriate department head, dean and vice president, and submitted to Human Resources before the leave commences. For employees on a Board of Regents/Montana University System Contract requesting leaves in excess of 1 semester, the President’s approval is also required, and a letter of agreement specifying the conditions of the leave should accompany the request form. Military leave does not require a leave request form but a copy of the military orders should be on file with Personnel and Payroll Services, and military leave taken should be recorded on the employee’s timesheet.

For more detailed information, regarding the Leave Without Pay Policy reference Section 1035.00 of the [MSU](http://www2.montana.edu/policy/personnel/per1000.html#1035.00) [Human Resources Policies & Procedures Manual.](http://www2.montana.edu/policy/personnel/per1000.html#1035.00) For more detailed information regarding the Military leave policy reference Section 1020.00 of the [MSU Human Resource Policies & Procedures Manual.](http://www2.montana.edu/policy/personnel/per1000.html#1020.00) Both policies can be found on the MSU website at [www2.montana.edu/policy/personnel.](http://www2.montana.edu/policy/personnel/per1000.html)

I request leave without pay for the following period:

Start Date End Date This leave is for the following reason:

Parental/Maternity

Educational

Other:

Name SSN

Department

Employee Signature Date

Department Head Signature Date

Dean Signature Date

Vice-President Signature Date

VP of Academic Affairs/Provost Signature Date

President Signature Date