

UTSC Research and Study Leave Deferral Request Form 2018-19

This request form should only be used for regular paid research and study leaves. Please talk to your Chair/Director if you are thinking about any other type of leave.

Name: _____

Rank: _____

Department: _____

Department of Budgetary Cross Appointment (if applicable):

(In the case of budgetary cross appointments, request forms should be sent to the head of the home department, and an additional copy - marked as such - provided to the other academic unit head for information purposes).

Requested By:

- Unit Head for Academic Reasons
- Faculty Member

Date Eligible for Leave:

- July 1, 2018
- January 1, 2019

Full Leave Deferral (requires 6 years of service):

- Defer Full Leave for 12 months with credit towards next leave
- Defer Full Leave for 6 months with credit towards next leave

Half Leave Deferral (requires 3 years of service):

Only complete this form if you are planning to take a half leave next year

- Defer Half Leave for 12 months with credit towards next leave
- Defer Half Leave for 6 months with credit towards next leave

If Half Leave Deferral is requested by the Faculty Member, please state the reason(s):