

Personal Leave Application

Brigham Young University

Personal Information

Revised: October 2021

Name:	<input type="text"/>	Department:	<input type="text"/>
BYU ID:	<input type="text"/>	College:	<input type="text"/>
Current Status:	<input type="text"/>	Current Rank:	<input type="text"/>

Leave Information

Start Date: End Date:

Is this a full or partial leave? Full Leave Partial Leave

Leave Purpose:

Mission President or spouse | Temple Presidency or spouse |
MTC President or spouse | Visitor Center Director or spouse

Military Service

Other:

In 100 words or less, briefly describe the purpose of your personal leave:

Please submit other details as separate documents, as necessary.

If you are in a CFS Track position, are you requesting a delay to your review clock?

Yes No

Previous Personal Leave (if applicable)

Start Date: End Date:

Leave Purpose:

Mission President or spouse | Temple Presidency or spouse |
MTC President or spouse | Visitor Center Director or spouse

Military Service

Other:

Signatures

By signing this form, the applicant agrees to contact Benefits Services before and after their leave to assure proper continuation or termination of insurance coverage and any other program(s) in which they are or should be enrolled.

Faculty Member

Date

Department Chair

Date

Dean

Date

Associate Academic Vice President–Faculty Development

Date

President

Date