

# Personal Leave Application

Brigham Young University

## Personal Information

Revised: March 2024

Name:	<input type="text"/>	Department:	<input type="text"/>
BYU ID:	<input type="text"/>	College:	<input type="text"/>
Faculty 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(see [Faculty Leaves Policy](#)):

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

*Please submit other details as separate documents, as necessary.*

Per university policy, personal leaves are not funded by BYU and generally are not compensated. If your leave requires an exception to this policy, please explain:

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**