

**FORM J-2
APPLICATION FOR ADMINISTRATIVE EDUCATIONAL LEAVE**

Name:
Department:
Date of Initial EIU Appointment:
Years of Service at EIU (to next May):
Previous Administrative Educational Leave, if any
(Indicate time of Previous Leave):

Time Leave Requested

(1=first choice, 2=second choice)

½ Year (Proposed Dates: _____)

Full Year

Attach 1 - 2 page specific description of planned leave activities and documentable outcomes.

Date of Application:

Signature of Applicant:

Supervisor/Chairperson Recommendation

Leave Plan is:

Professionally Unacceptable

Reason:

Professionally Acceptable

Recommend Approval for:

½ Year (Proposed Dates: _____)

Full Year

Recommend Replacement:

Yes No

If yes, Supervisor/Chair must attach a statement of justification for replacement.

Date of Recommendation:

Signature of Chairperson:

Director/Dean Recommendation

Leave Plan is:

Professionally Unacceptable

Reason:

Professionally Acceptable

Recommend Approval for:

½ Year (Proposed Dates: _____)

Full Year

Recommend Replacement:

Yes No

Date of Recommendation:

Signature of Dean:

VPAA Recommendation

Leave Plan is:

Professionally Acceptable

Professionally Unacceptable

Reason:

Approved for:

½ Year (Proposed Dates: _____)

Full Year

Disapproved, reason:

Recommend Replacement:

Yes No

University Priority Ranking

Date of Recommendation:

Signature of VPPA:

Action By President

Please note that the application will be placed in the personnel file.

Office of VPAA (8/26/06)

Eastern Illinois University