

Postdoctoral Associates may apply for **Educational and Professional Leave without Pay** for any period during which the postdoc is required to break from UGA employment by a fellowship or the terms of other external funding.

Instructions: The following documents must be submitted to Office of Postdoctoral Affairs: (1) this request form with completed SECTION A, SECTION B, and signatures; (2) a copy of the fellowship award letter or other documentation of the external funding that requires leave from UGA employment. **Send the complete package to Office of Postdoctoral Affairs by email to** <u>opa@uga.edu</u>.

SECTI	ON A	
-------	------	--

Postdoc Name & Email:								
Postdoc School/College & Dept/Unit: Postdoc's Supervisor/Research Mentor Name & Email: Name of Fellowship/External Funding Sponsor and Dates of Award:								
						Requested Leave Period: START DATE	or other ex	ID DATE
						Any Previous Extended Leaves of Absence? NO	☐ If YES,	identify dates & type of leave
 external support to promote scholarly work a While on approved leave, I will not receive an employee, but I will be a UGA Postdoctoral F I will continue to receive my UGA employme will be personally responsible for paying UG business manager with questions. I understapay promptly. 	ional Leave and profes ny salary/p ellow with nt benefits GA for the and UGA v	e without Pay in connection with a fellowship or other sional development. payroll, or have any employment obligations, as a UGA						
Postdoctoral Associate	Date	_						
Approved By:								
David Lee, Vice President for Research	Date	(as the President's designee)						
Policy requires the Chancellor's final approval if leave	e is request	ed beyond one year.						



Postdoctoral Associates may apply for **Educational and Professional Leave without Pay** for any period during which the postdoc is required to break from UGA employment by a fellowship or the terms of other external funding.

Instructions: The following documents must be submitted to Office of Postdoctoral Affairs: (1) this request form with completed SECTION A, SECTION B, and signatures; (2) a copy of the fellowship award letter or other documentation of the external funding that requires leave from UGA employment. **Send the complete package to Office of Postdoctoral Affairs by email to** <u>opa@uga.edu</u>.

SECTION B

Postdoc Name:
Postdoc's Supervisor/Research Mentor Name & Email:
Department Head Name & Email:

Requested Leave Period: START DATE ______ and END DATE ______

(These dates MUST fall within the period of the fellowship or other external funding that necessitates the requested leave.)

ADDITIONAL INFORMATION IN SUPPORT OF REQUEST: The undersigned certify that the following information is true and correct as it relates to this request for leave.

- <u>Purpose of Leave</u>: To promote the requesting postdoc's scholarly work and encourage professional development by allowing the postdoc to break from UGA employment as necessary to receive a fellowship or other external funding for participation at UGA as a Postdoctoral Fellow.
- <u>Program to be Pursued during Leave Period</u>: During the period of leave, the postdoc will participate in training and research as a UGA Postdoctoral Fellow per the terms of the associated fellowship or other external funding agreement. The likelihood of accomplishing this program and its purposes is very high, particularly given the postdoc will continue as a Postdoctoral Fellow at UGA during the period of leave.
- <u>Effect of Leave on UGA/School/College/Unit/Department</u>: The requested leave arrangement, which allows for external funding associated with this postdoc, is likely to preserve funding otherwise required to pay the postdoc's salary, resulting in overall savings to the university. In addition, the postdoc will continue during the period of leave as a Postdoctoral Fellow with no salary paid by UGA, and no significant work ordinarily conducted by the postdoc will need to be handled by other UGA employees during the period of leave.

RECOMMENDED BY: I have reviewed this request for Educational and Professional Leave without Pay, including its supporting documentation, and I recommend this request for leave of absence be granted.

Postdoc's Supervisor/Research Mentor	
--------------------------------------	--

Date

Date

Department Head/Center or Institute Director

RECEIVED BY: