

## PROFESSIONAL LEAVE REQUEST PROCEDURES

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1. The University policies and procedures for Professional Leave and Professional Retraining Leave can be found in the Faculty Manual beginning on pg 84 or on the Provost's Web page at: <http://provost.wsu.edu/manuals-forms/>
2. The Provost sends the guidelines out each year in early September to Deans and Dept. Chairs among others.
3. The Dean's Office staff sends an electronic packet of the guidelines and the Dean's cover letter to chairs, directors and Campus Academic Directors. The Dean's memo states when materials are due to the Dean's Office. The unit informs faculty and administrative professional staff the packet is available.
4. Leave request forms are filled out and are returned to the Chair/Director in the case of the regional campuses, to the Campus Academic Director for signature before sending the request to the Unit Chair/Director.
5. Leave request forms are submitted by the due date to the Dean for his/her consideration.
6. The Dean's Office gathers signatures from the Chancellors on request forms for faculty from other campuses and ensures completeness of the forms and signatures.
7. The original leave request forms and the Dean's recommendation are submitted to the Provost's Office by their due date.
8. The Provost sends a letter to the faculty member approving or not approving the request for leave. The Dean, Chancellor, Chair/Director and Campus Academic Directors are copied on the letter.
9. The Dean's Office staff works with faculty when they return from their leaves to remind them to submit their final leave reports to the Dean and the Provost.