

Human Resources & Payroll 4400 University Drive, MS 3C3, Fairfax, Virginia 22030

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STAFF STUDY LEAVE **APPLICATION**

Administrative and professional faculty and classified staff with at least seven years of service at George Mason University are eligible to apply for a paid Staff Study Leave for a period up to three months. Complete the following information and submit this application to your supervisor no later than October 31. Please review the Staff Study Leave Policy prior to completing this application.

To complete this form tab to the fields following each question. These fields are designed to accept as much information as you wish to enter. When finished with each question, **TAB**, **DO NOT HIT RETURN**,

to reach the next field. The number of pages that print will depend on the amount of information you enter for each question.		
A.	Describe the general purpose of your proposed study le	ave.
В.	Outline your specific plan of activity for your study leave training, course work, or research to be accomplished. deliverable.	• •
C.	What are the proposed dates of your study leave? Indicate whether they are fixed or it there is a range of acceptable dates. Proposed dates: from to	
	The proposed dates are fixed. The proposed dates a	are not fixed.
	Acceptable alternate date range if proposed dates are From to	not fixed
Emplo	yee signature:	_ Date:
Submit the signed application to your supervisor. The supervisor is to attach a statement indicating whether your responsibilities can be accomplished during your absence and that departmental resources are available to cover any additional temporary operating costs.		

The application and supervisor's statement is forwarded through the dean/director to the appropriate vice president/provost.