

## Application for Leave of Absence

**Name (Last/First):**

**1 – Location & schedule of the leave (append additional pages if required)**

a) Name of the institution(s) where the leave is to be spent	
b) Address(es)	
c) Describe the work that is to be undertaken and its relation to your work at McGill.	
d) If the leave is to be spent in industry, is there an agreement with the Officer of Sponsored Research regarding technology transfer?	
e) Indicate the supporting documents, written agreements, etc. that are appended to support this application	

**2 – List of courses currently taught**

Course number	Course title

**3 – Graduate Students and Postdocs**

a) List the graduate students and postdocs you are presently supervising:

Name	Level	Completion Year (expected)

- b) Detail the provisions you will make for the supervision of your graduate students and postdocs during your leave.
- c) I confirm that I have discussed the proposed leave and plans for supervision with your graduate students and postdocs

#### 4 – Declaration

I have reviewed the Regulations on Leaves of Absence for Tenured and Tenure-Track Academic Staff found on the Secretariats' website <https://www.mcgill.ca/secretariat/policies-and-regulations>

**In signing, I agree to abide by the *Regulations on Leaves of Absence for Tenured and Tenure-Track Academic Staff*.**

### Enclosures

In addition to this form, please attach the following documents to your request:

- Current CV
- Copies of agreements relating to the employment elsewhere during the leave of absence/secondment
- Other relevant documents (please list):