



PART 2: CONFIDENTIAL RECOMMENDATION

Section 1: Chair/Director/*Dean's Recommendation

In the case of joint appointments, each Chair/Director/*Dean (small Faculties) must submit a separate copy of this form.

NATURE OF LEAVE

Leave of Absence without salary

Political Candidacy (Regs, Section 9)

Secondment (Regs, Section 8)

Public Office (Regs, Section 10)

a) Do you support this application? Explain.

b) Describe the implications for department.

c) Departmental plans for teaching of applicant's courses. (Please enumerate by course)

<i>Course Number/Title</i>	<i>Arrangement</i>

d) Will other departmental members be on leave during the same period? Yes No
If yes, please indicate who they are, the nature of their leaves and their general area of specialization.

<i>Name</i>	<i>Type of Leave</i>	<i>Dates of Leave</i>	<i>Area of Specialization</i>

e) Will special conditions apply to the granting of this leave? Yes No

f) Are the applicant's preferred dates acceptable? Yes No
If no, indicate which alternate dates should be considered and the reasons for the change.

I have notified the applicant of the possibility of a change of dates.



- g) Are the applicant's plans for his/her graduate students and postdocs acceptable? Yes No
Explain.

CHAIR/DIRECTOR/DEAN COMMENTS:

RECOMMENDATION

POSITIVE

NEGATIVE

Electronic Signature of the Chair/Director/*Dean

In the event that an electronic signature is not available, please print this page, sign it and append a scanned version to the application.

Name (*BLOCK Letters, if not using an e-signature*)

DATE (add if not using an e-signature)

***Deans of small Faculties -- PART 2, SECTION 1 finalizes this staff member's application.**

You may now submit the completed application to the Office of the Provost & Vice-Principal (Academic).

Deans of Faculties with departments can submit their approval in Workday via comments.