



**SAMPLE P4B:**  
For a faculty member going on study-research leave for academic year 2022-23

**NOTE: YOU ONLY TO COMPLETE ONE P4B FORM FOR YOUR LEAVE**

**REQUEST FOR EMPLOYEE LEAVE**

TYPE OF LEAVE REQUESTED		
<input type="checkbox"/> Leave without Pay	<input type="checkbox"/> Research Assignment Leave (full pay)	<input checked="" type="checkbox"/> Study Research Leave (half pay)
<input type="checkbox"/> Return from Leave	Effective Date: AY2022-23	

Employee ID Number 010101010	Employee Name Doe John R
Position Number 1010101	Title or Rank Associate Professor
Department Number 1010101	Department Name Physics
Mailing Address (for tax withholding statements) <i>first day faculty will be on leave status</i>	Type of Appointment <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Restricted <input checked="" type="checkbox"/> AY <input type="checkbox"/> CY
Date of Leave: 8/10/2022	Anticipated Return: 8/10/2023 <i>last day of leave</i>

**Leave without Pay**

Education\*\*

Medical\* (Traditional Sick Leave Program (TLV)) (Medical certification required)

Family and Medical Leave Act\* (Medical certification required)

Self  Family Member

Personal Reasons\*\*

Workers Compensation\*

Military\*\*\* (Military orders required)

**Leave with Pay (Faculty)**

Research Assignment Leave with Full Pay

Study Research Leave with Partial Pay

Educational Leave with Partial Pay

Current Salary: 100,000 → 50% → 50,000

Requested Salary: 50,000

**Layoff**

Leave-Without-Pay/Layoff (12 Months)\*

Leave-Without-Pay/Temporary Work Force Reduction (MAX of 690 hours in 365 day period)\*

**Employee wishes to continue the following benefits while on LWOP (Bursar's Office will bill monthly.) \*\***

Health Insurance

Accidental Death and Dismemberment

Long-Term Disability (Classified Only)

Optional Life Insurance

Retain Leave Balances While Out  Yes  No

**Human Resources Use Only**

Official Military Orders Received

Military Leave Worksheet

Physician Letter Received

**Leave Balances**

\_\_\_\_\_ Annual \_\_\_\_\_ Tech System

\_\_\_\_\_ Sick \_\_\_\_\_ State System

\_\_\_\_\_ Compensatory

**Leave Share**

Employee is applying for leave share