

UNIVERSITY OF LOUISVILLE SCHOOL OF MEDICINE
MATERIAL REQUIRED FOR FAMILY AND MEDICAL LEAVE, SABBATICAL LEAVE,
ENTREPRENEURIAL LEAVE, LEAVE OF ABSENCE TRIPTYCH, PARENTAL LEAVE
USE INTERFOLIO - "SOM PERSONNEL TRIPTYCH" TEMPLATE

Name _____

_____ Family and Medical Leave _____ Sabbatical Leave _____ Entrepreneurial Leave _____ Leave of Absence _____ Parental Leave

Family and Medical Leave

- _____ P103 – *Indicate whether leave is with pay or without pay.* On Remarks line, include JDC
- _____ FML Request Form:
 - Section I to be sent with triptych
 - Section II to be sent directly to the Provost's contact listed on the FML form

Sabbatical Leave

- _____ P103 – On Remarks line, include JDC number
- _____ Letter from Chair to Dean – *include dates, purpose of the sabbatical, pay status, how faculty member's duties will be covered during the leave*
- _____ Letter of support from the dean
- _____ Specific plan for the sabbatical from the faculty member that includes expected outcomes and products and the length of sabbatical being requested with specific dates of absence, see the Sabbatical Leave Policy at: <http://louisville.edu/provost/faculty-personnel/sabbatical-leave-policy>
- _____ Separate, short summary (3-4 sentences) of the sabbatical plan and expected outcomes (for reporting to Board of Trustees)
- _____ Letter from the institution where the sabbatical is being taken
- _____ Signed agreement form – a statement from the faculty member guaranteeing at least one year of continued full-time service at the university immediately following the sabbatical leave
- _____ Summary of outcomes from previous sabbatical taken
- _____ Curriculum Vitae

Entrepreneurial Leave

- _____ P-103 – *Indicate whether leave is with pay or without pay* On Remarks line, include JDC number
- _____ Letter from faculty member to Chair providing information in Entrepreneurial Leave template on Faculty Affairs Website.
- _____ Verifying Documentation
 - Chair's Letter – Use Entrepreneurial Leave Template
 - If PI on SBIR Grant with greater than 50% time with company – provide letter from company stating the amounts of the salary support and fringe benefits the company will provide to correspond with the % of leave.
- _____ Curriculum Vitae

Leave of Absence

- _____ P-103 – *Indicate whether leave is with pay or without pay.* On Remarks line, include JDC number
- _____ Letter from Chair to Dean – *Include dates, pay status, how faculty member's duties will be covered during leave. If faculty member is on tenure track, address whether this leave will affect the faculty member's probationary status.*
- _____ Letter from faculty member to Chair requesting the leave
- _____ Curriculum Vitae

6 Weeks Parental Leave

- _____ P-103 - On Remarks line, include JDC numbers for each PCN affected by current action
- _____ FML request form, Section I only
 - Section II is required if leave extends past 6 weeks and is considered parental leave with concurrent FML