Date:

**MEMORANDUM**

To: Faculty Administrator

 Department Name

From: Dean

 College Name

Re: Administrative Leave for [Academic Year or Semester]

Approved by Provost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Provost Name Date

In consultation with the Provost, I am pleased to approve your request for an Administrative Leave for the [academic year/semester]. The term of this leave is specified as [date] through [date]. You will receive [%] of your academic year salary during the period of this leave.

[Optional - language from dean regarding specifics of this leave.]

Please refer to the Faculty Administrator Position and Compensation Guidelines should you have any questions. <https://www.bgsu.edu/content/dam/BGSU/provost/documents/resources/faculty-admin-position-comp-guidelines-2018042018.pdf>

Thank you and best wishes for a successful year.

\_\_ Yes, I accept administrative leave for [academic year / semester].

\_\_ No, I do not accept administrative leave for [academic year / semester].

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature – [Faculty Administrator Name] Date

Copy: College Office

 Faculty File, Office of the Provost