

Illinois State University
Office of Human Resources
Request for Civil Service Educational Leave

Status employees with at least two years service are eligible to apply for an Educational Leave.

I. To be completed by the person requesting leave:

Name: _____ UID #: _____
Department: _____ Classification: _____
 Leave with pay Leave without pay From: _____ To: _____
University where work is to be performed: _____
Have you been admitted to a degree program? Yes No
Plan of study (courses, timeframe)
[Use additional sheet if necessary]: _____
Signature: _____ Date: _____

II. To be completed by the immediate supervisor:

Approved with pay Approved without pay
How will this educational leave benefit the department and ISU? _____
 Disapproved Reasons: _____
Signature: _____ Date: _____

III. To be completed by the department chair / director:

Approved with pay Approved without pay
 Disapproved Reasons: _____
Signature: _____ Date: _____

IV. To be completed by the staff administrator / dean:

Approved with pay Approved without pay Disapproved
Signature: _____ Date: _____

V. To be completed by the human resources director:

Approved with pay Approved without pay Disapproved
Signature: _____ Date: _____

VI. To be completed by the university president (only required for paid leave):

Approved with pay Disapproved
Signature: _____ Date: _____