

**APPLICATION FOR PERSONAL LEAVE WITHOUT PAY (LWOP) FOR
PROFESSIONAL ACTIVITIES
FOR TENURED/ TENURE TRACK FACULTY AND FULL-TIME CONTINUING CONTRACT FACULTY**

Submit this form to Office of Academic Appointments. For sabbaticals, complete the [Application for Sabbatical Leave](#). For [Illness/Disability Leave and Maternity Leave](#), consult the Office of the Dean.

Name: _____

Title: _____

Department(s), School(s): _____

Office Address: _____

Home Address: _____

Date of initial full-time appointment at NYU: _____

Dates of proposed LWOP: Start Date: _____ End Date: _____

Dates of most recent LWOP: Start Date: _____ End Date: _____

Purpose of leave: (Attach additional sheet if necessary) _____

Address when on leave (if different from permanent address): _____

Are you in NYU faculty housing? Yes No

If yes, will your apartment be available for sublet? Yes No

Faculty Member's Signature:

_____ Date _____

Department Chairperson's Approval:

_____ Date _____

Dean's Office Approval:

_____ Date _____

Provostial Approval (Required for LWOP of more than two semesters and extension of existing LWOP that would bring total time away to more than two semesters)

_____ Date _____

PERSONAL LEAVE WITHOUT PAY FOR PROFESSIONAL ACTIVITIES UNIVERSITY POLICY AND PROCEDURE

Terms of Leaves without Pay (LWOP) for Professional Activities

A leave may be granted to enable faculty members to pursue professional activities that are judged to be appropriate for the faculty member and the University, including temporary assignment in public service, temporary full-time engagement in outside professional activities, and a visiting appointment at another institution.

As is the case for all leaves, no one appointed to a tenured or tenure-track position at NYU may simultaneously hold a tenured or tenure-track position elsewhere. Thus, a leave of absence may not be granted to a faculty member who has accepted a tenured or tenure track appointment (or the equivalent at foreign institutions) elsewhere. (See [Faculty Handbook, Policy on Leave of Absence](#)); and [Restriction on Outside Appointment](#).)

Return from Leave to NYU

A LWOP for Professional Activities is granted with the understanding that at the end of the leave the faculty member will return to full-time status at NYU for no less than one year, or will resign their NYU faculty position.

Decanal and Provostial Review

On authority delegated by the Provost, Deans approve leaves for Professional Activities of one or two academic semesters. Leaves longer than two consecutive semesters and extension of an existing LWOP that would bring the total time away to more than one year require Provostial approval.

Sabbatical Accrual while on Leave

As is the case for all leaves, for faculty eligible for sabbatical, time toward sabbatical does not accrue while faculty are on LWOP.

Benefits while on LWOP

Faculty members may retain medical, dental and life insurance benefits by paying employee costs directly (rather than as a withholding from an NYU paycheck) in accordance with NYU benefits regulations.

Faculty Housing while on LWOP

Faculty must be employed as active full-time faculty members to retain eligibility for housing. Faculty in University housing must notify NYU of any change in status, including a leave without pay. Faculty in University housing may retain their lease for up to one year while on LWOP. They may sublet for up to one year in accordance with rules for [“Subletting Your Apartment.”](#) Leases are terminated if the absence of active full-time status extends beyond one year.