USE DEPARTMENT/SCHOOL/COLLEGE/LIBRARY LETTERHEAD STATIONERY

*Date*

Memo: Re: parental leave for *faculty member name*

*Faculty member name*, Assistant Professor in the Department of *Department*, University of Colorado Denver, requests parental leave as provided under University of Colorado System Wide Administrative Policy Statement on Parental Leave for Faculty, Officers and Exempt Staff. Specifically, Dr. *faculty member name* requests [CHOOSE ONE: partial leave of \_\_\_\_% of her/his faculty responsibilities (specify what duties) OR 100% leave] for the \_\_\_\_\_\_\_ semester \_\_\_\_\_\_\_(year). S/He will use his accrued sick leave (*or other arrangements negotiated in point 2 of the policy*) resulting in no reduction in pay. Specifically, s/he has accrued \_\_\_\_ weeks (\_\_\_ hours) of sick leave and will use \_\_\_\_ hours. (IF NECESSARY: additional arrangements negotiated in point 2 of policy if insufficient sick leave).

INCLUDE THIS PARAGRAPH IF FACULTY IS IN TENURE PROBATIONARY PERIOD : S/He is requesting [CHOOSE ONE: that the leave time count as part of the tenure probationary period OR a one year stoppage of the tenure clock}. {IF CLOCK STOPPAGE ADD THIS LINE In Dr. *faculty name*’s original contract, dated *date of original contract*, Comprehensive review was scheduled no later than Academic Year *date stated in contract* and Tenure review no later than Academic Year *date stated in contract*. The one year stoppage of the tenure clock modifies this aspect of the contract. Comprehensive review must occur no later than Academic year *state new date* with tenure review no later than three years after the comprehensive review (i.e., Academic year *state new date*).} The department has guaranteed that no students will be impacted by this leave.

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*Faculty member* Date

Assistant Professor, Department of

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*Chair name* Date

Chair, Department of

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*Dean name* Date

Dean, School/ College of

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*Provost name* Date

Provost, University of Colorado Denver

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*Chancellor name* Date

Chancellor, University of Colorado Denver