

UNIVERSITY OF HAWAII
REQUEST FOR LEAVE WITHOUT PAY (LWOP)

Name of Requestor _____

Period from _____ to _____

Type of LWOP requested (see next page for descriptions)
_____ Professional Improvement _____ Personal Reasons

I have disclosed all sources of compensation for services while on leave (for professional improvement leaves only – may be included in narrative.

I have appended a narrative statement describing the purpose of the LWOP.

I apply for this leave with the intention of returning to service at the University of Hawaii. Should I fail to do so, the University may, at its option, assume that I have resigned my position by abandonment.

Position Title/Rank _____ Signature _____
Department/Division _____

Recommend: _____

Approval/Disapproval (comments if any) _____

A satisfactory temporary replacement can be secured.

Department/Division _____ Date _____

Approval/Disapproval (comments if any) _____

Dean/Director _____ Date _____

Approval/Disapproval (comments if any) _____

Provost (Community Colleges only) _____ Date _____

Approval/Disapproval (comments if any) _____

Chancellor _____ Date _____

Board of Regents _____ Date _____

1. Leave Without Pay for Professional Improvement

Professional improvement leaves are granted only in cases where the percipient will enhance his value to the University by deliberately seeking to improve his professional abilities. In these leaves, the improvement of the recipient's professional abilities must be primary and direct, and not a secondary or incidental consequence, such as may result from employment by an outside agency.

- a. If the support for the leave is provided by the recipient, then the recipient's statement of purpose establishes whether the primary purpose is professional improvement.
- b. If support is provided by an outside agency, then the agency's reason for providing support defines the primary purpose of the leave.
- c. Fellowships and foundation grants awarded to enable recipients to pursue the kind of research, scholarship, and creative work which improve their professional abilities and to enhance their value to the University are considered to be for professional improvement.

2. Leave Without Pay for Personal Reasons

Leaves in this category are other than professional or general improvement.