

Approval Form for a Leave for Development of Commercial Projects with a Non-University Entity

hr.iu.edu/policies/nonunion/10.0/10.12.html

Adobe Acrobat Reader 9 or above is necessary to complete and save this form properly.

DEPARTMENT HEAD: Complete this form electronically, including the Written Document, and then save and email it to the employee. After the employee returns it to you, forward this form to the RC head.

Employee Name Employee ID#

Position Title Rank

Department Campus location

Non-University Entity:

Name

Address

Expected Start Date of Leave

Expected End Date

► **Complete the Written Document on the next page.**

Approval Signatures

Department Head	E-mail	Date
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EMPLOYEE: Sign and complete information electronically and then return to the department head.

Employee	E-mail	Date
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APPROVERS: Sign and complete information electronically and then forward to next approver.

RC Head	E-mail	Date
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Vice President/ Chancellor/ or Provost	E-mail	Date
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The last approver must submit this fully completed and signed form to University Human Resource Services.

Office use only: date received

Written Document

DEPARTMENT HEAD: On this page, describe, at a minimum, the purpose of the leave, the name of the non-university entity, a description of the work that will be performed with the non-university entity during the leave, the benefits to the University for the leave, the duration and FTE percentage of the leave, and if it is a partial leave, the work that the employee will perform for the University. See the Personnel Policy at hr.iu.edu/policies/nonunion/10.0/10.12.html for the full policy and procedures.