

# Administrative Educational Training Leave

## Cover Sheet and Instructions

Administrator's Name: \_\_\_\_\_ Dept/Unit: \_\_\_\_\_

Leave Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Supervisor's Approval of Report: \_\_\_\_\_ Date: \_\_\_\_\_

Division Head's Approval of Report: \_\_\_\_\_ Date: \_\_\_\_\_

The Division Head should forward the approved report to the Office of the Provost. Any revisions or modifications to the report must be made prior to submission to the Provost. Reports are due six months following the return from the leave.

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A narrative report should be attached to this cover page and submitted to the Provost. The report must include at least the following sections:

1. Overview and summary of accomplishments with a timeline.
2. Any differences between the planned activities as stated in the leave proposal and actual activities. State why the changes occurred.
3. Benefits resulting from the leave for the individual, department and the University.
4. How accomplishments achieved on the leave will be incorporated into the individual's performance of primary duties at the University.
5. Other information, comments, data, exhibits, etc. germane to the leave.