



FERRIS STATE UNIVERSITY
HUMAN RESOURCES

CONSULTING LEAVE APPLICATION

Full-time tenure track and tenured faculty, and administrative/support employees are eligible to apply for consulting days. The applicant is to submit a "Request for Excused Absence" form, after this form has been completed and the necessary approval(s) have been obtained. Contact the Office of Human Resources at extension 2150, if there are any questions.

1. Employee's Name _____

2. Employee's College/Department/Office _____

3. Employee's Position/Title _____

4. Specific Dates of Consulting Leave _____

5. (check one) _____ 9-month Employee/Faculty _____ 12-month Employee/Faculty

6. Identify Specific Consulting Assignment _____

7. Elaborate how this assignment will be of benefit to the University and/or contribute to the public welfare: (use back of application if necessary)

8. Identify how your assigned college/department/office responsibilities will be performed during your absence _____

Employee's Signature

Date

Approvals

Supervisor

Date

Dean/Director

Date

Divisional Vice President

Date