

**NORTH DAKOTA STATE UNIVERSITY
FARGO, NORTH DAKOTA 58105
LEAVE WITHOUT PAY
(NDSU Policy 149)
for Externally Funded Research Faculty**

THIS AGREEMENT, effective the _____ day of _____, 200__ (“Effective Date”) by and between NORTH DAKOTA STATE UNIVERSITY (“NDSU”), a state institution of higher education located at Fargo, North Dakota and (“APPLICANT”), who is employed by North Dakota State University and whose current address is: _____ [insert address]

1. APPLICANT has been funded totally on grant/contract funds, and that funding has ended [or will be ending on or about (insert date)]. The APPLICANT has submitted (or will shortly) a proposal(s) for funding to (specify agency or agencies to which submissions are anticipated): [Insert short description of funding proposal.]

and has followed all appropriate NDSU policies (see Sponsored Programs Administration: <http://www.ndsu.edu/research/spa/>).

2. APPLICANT requests leave without pay for the period beginning _____ and ending on the date when new funding is available and subject to NDSU approval of the date for the termination of the leave without pay. This leave without pay will continue for one year from the beginning date, unless terminated sooner. It can be extended upon mutual agreement. NDSU reserves the right, at its discretion, to terminate this Agreement at any time (this means Applicants Leave Without Pay status would terminate).

3. APPLICANT will retain his/her current position title during this leave period and is expected to use that title in making funding submission(s) during the leave period.

4. APPLICANT understands that the University does not provide fringe benefits such as retirement contributions, disability coverage, workers compensation, etc., during a leave without pay. The APPLICANT may, however, pay the monthly health insurance premium to remain covered under the NDSU employee health insurance plan (or show proof of health insurance coverage if Applicant will be using NDSU facilities). APPLICANT should consult with the Benefits Coordinator in Human Resources/ Payroll to make appropriate arrangements.

5. NDSU hereby grants APPLICANT leave without pay for the period stated above, subject to the terms of this AGREEMENT and with any additional conditions noted below: [Insert any additional conditions.]

By: _____
Applicant Date

Department Chair Date

Dean/Director Date

Vice President Date

President Date