

## **PPL Procedure**

1. Faculty Member discusses request for PPL (with or without teaching release) with her/his Academic Unit Head (AUH)
2. Faculty Member completes Application for PPL and Certification of Health Care Provider (CHCP) or adoption documentation, if applicable. CHCP is filed with University Health Services (UHS). Adoption documentation is filed with the Application for PPL.
3. Faculty Member submits Application for PPL to AUH. The AUH forwards a copy of all documentation to both the Dean and Academic Personnel
4. Provost Office reviews application and supporting documentation (Medical Review Form from UHS or adoption documentation) and signs off on PPL
5. Provost Office sends e-mail to Dean, AUH, college/department Business Administrator and HR outlining the approval and dates thereof. Copy is saved in Academic Personnel and Provost HR files. Supporting documents are attached to the e-mail for documentation purposes.
6. College/department notifies Faculty Member of approval with specifics of PPL
7. College/department completes PCR for PPL commencement
8. College/department completes PCR for return or subsequent approved leave at PPL conclusion

