

CHANGE OF DUTY STATION (for more than 30 calendar days):

Distinguished from a regular leave of absence with pay by the fact that there is no necessity of other personnel having to assume that person's duties while they are away from campus.

TO SUBMIT A REQUEST FOR CHANGE OF DUTY STATION:

1. Complete UPAY 573, Leave of Absence form. In Section 10 (leave of absence) check the box "other 99 and in the remarks (in the approval section, toward the bottom of the form) type in **Change of Duty**.
2. Attach brief statement of plans during anticipated leave. The statement should include the following –
 - a) State precisely what research (or other activities) are to be undertaken and where.
 - b) Statement that services during the leave period will not be compensated by any outside agency.
 - c) Please show acceptable outside income, if applicable (ie., per diem, travel expenses, and additional compensation allowable under existing University regulations).
 - d) The statement should be clear that the same kind of work is being done as would have been done on the home campus, except that it is at a different location.
 - e) The statement should cover disposition of teaching and service functions if not adequately covered on the form itself.