Applying for Advanced Study Leave of Absence

**EMPLOYEE**
- Notifies principal/supervisor of dates for Extended Leave of Absence
- Completes Form A for one semester
- Secures Letter of Acceptance to the program from school
- Secures class schedule for one semester
- Completes Statement Page stating how the course work is related to subject matter being taught and how it is expected to enhance the abilities to teach or perform job duties
- Returns above to Leaves Office 30 days prior to leave start date
- In person: 6400 Uptown Blvd NE Suite 210 East Tower
- By mail: HR-Leaves Office P. O. Box 25704 Albuquerque, NM 87125
- Secures Substitute, if required

**LEAVES OFFICE**
- Processes and mails approved/denied leave letter to employee’s home address
- Copy sent to Principal/Supervisor

**PRINCIPAL/SUPERVISOR SECRETARY**
- Applies correct Leave of Absence Code for Payroll reporting

**EMPLOYEE**
- Returns Letter of Intent at the appropriate time
- Calls to schedule an afternoon reinstatement appointment.
- Provides transcripts to Leaves Office to reinstate to active duty at end of semester

**QUESTIONS**
- [Extended.Leaves@aps.edu](mailto:Extended.Leaves@aps.edu)
- (A-L) 889-4886
- (M-Z) 889-4865