UNIVERSITY of WASHINGTON
OFFICE OF ACADEMIC PERSONNEL

POSTDOCTORAL SCHOLAR EXCEPTION REQUEST FORM

Exception Request: Extraordinary Circumstances for Family Care and/or Personal Illness

In accordance with the definition of Postdoctoral Scholar, exceptions to the limit of five years of postdoctoral experience may be granted under extraordinary circumstances. This exception applies to those who have had 12 weeks or more of approved leave while a Postdoctoral Scholar. If applicable, a single extension to a postdoctoral scholar's appointment length may be granted for one year.

INSTRUCTIONS
Step 1- Complete the form
- The unit administrator or representative should complete this form in its entirety and attach required documentation. **DO NOT DISCLOSE MEDICAL INFORMATION.**

Step 2- Submit to Academic HR for review
- Upon approval, AHR will send back approved form.

Step 3- Upload visa request (if applicable)
- The approved form must be uploaded with the visa request.

Step 4- Attach to appointment packet
- Approved forms must be included in the appointment packet.

REQUIRED DOCUMENTATION
- UW Academic HR email approving the leave, or
- Certified document stating an approve leave took place and dates of leave

Employee Name		EID	
Academic Appointing Unit			
School/College/Campus			
Current Postdoctoral Scholar Title			
Current Appointment End Date			
Total number of months as a postdoctoral scholar (Combined at UW and other institutions)			
Proposed (new) Appointment End Date			
Please provide additional details to support the request (if you require additional space, please upload a separate sheet.) **DO NOT DISCLOSE MEDICAL INFORMATION**			

I certify that all information provided in this form is true and correct to the best of my knowledge:

Name	Title	Date

Contact Information

Email		Phone Number	

Dean's Office Approval (if required)

Reviewed by: _____   Date:_____

Submission Instructions: Email forms to Academic HR at acadpers@uw.edu for processing (please do not print and scan). Forms will be returned to the email above unless noted otherwise.

ADMIN USE ONLY	
☐ Approved	
☐ Denied	Reviewed by: _____ Date:_____