

Sabbatical Leave Request Checklist

Name:

Department:

Requesting leave for: Spring

Fall

Academic year

at: 100% salary 50% salary

Date of last sabbatical:

Last sabbatical report filed:

Application includes:

- Letter of request, submitted 6 months prior to the start date
 - Justification if submitted less than 6 months prior
- Statement regarding semester/s of the leave
- statement outlining full or half salary
- Purpose of the leave
- Benefit to the institution
- Required Statement: *I do not expect to receive additional income during my sabbatical leave OR I expect to receive \$ _____ of additional income from _____.*
(NOTE: justification for additional income must be included.)
- Required statement: *I will return to the University for at least one full year after my sabbatical leave, and I will submit a written report of my professional activities and accomplishments while on sabbatical leave, no later than the end of the first semester after my return. I understand that I may be required to repay all sabbatical salary if I do not return for the minimum period and/or file an activity report in a timely fashion. Further, I understand that I must obtain written approval in order for my sabbatical report to be submitted late.*
- Leave of absence form
- Chair's endorsement
- ePTF submitted to SEAS Review; attach to ePTF (as separate files):
 - Leave Request Form
 - Faculty request & Chair's recommendation letter
 - CV