

LIST PREVIOUS SABBATICAL/EDUCATIONAL LEAVES AND/OR LEAVES OF ABSENCE:

Purpose and Type of Leave

Dates

A. Description of Proposed Leave Plan Including:

- **Present state of the project, time of commencement, progress to date, expected completion date and publication date, if applicable;**
- **Place where project will be carried out and authorities to be consulted;**
- **Cooperative arrangement for conducting the project.**

(Use additional sheet, if necessary)

B. Applicant's Preparation and Significant Contribution in the Field of Activity With Which the Project is Concerned:

C. Relation of Project to Long-Range Professional Objectives:

D. Proposed Arrangement for Financial Support. Complete Details (including anticipated remuneration) Must be Supplied:

I understand that the Sabbatical Leave or Non-Faculty Exempt Educational Leave, if granted me, is to be used in study, research, scholarly writing, or other means of professional improvement. If granted this leave, I shall continue to serve this institution following the expiration of the leave or repay the institution in accordance with the Board of Regents requirements and, where applicable, with the collective bargaining agreement. I likewise agree to submit to the Chair of the Department, Dean of the College/School, and to the Vice President for Academic Affairs a report in writing, immediately upon my return to the University, outlining work accomplished during the period of leave.

Signature of Applicant

Date

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TO BE COMPLETED BY IMMEDIATE SUPERVISOR

E. Analysis of Plan:

F. Institutional Plans to Meet Employee Duties During Leave:

**G. Current Salary _____
Plan for Salary Savings:**

Estimated Leave Salary _____

RECOMMEND APPROVAL: (Supervisor should attach proposal for covering duties of position during employees's absence. Additional statements may be attached as needed.)

Supervisor DATE:

Dean/Director DATE:

Vice President DATE:

President DATE:

After receiving the appropriate campus approval, this form and the accompanying supporting documents should be sent to the Board of Regents Office.