

Intent to Apply for Sabbatical Leave

To: Rick Miranda, Interim Vice President of Academic Affairs

From: _____

CC: _____
Applicant's Dean

Date: _____

E-Mail: _____

Division: _____

Re: **INTENT TO APPLY FOR SABBATICAL LEAVE, 2018-2019**

I, _____, at ext. _____

intend to apply for a:

- _____ **one semester** sabbatical leave at 100% of contract pay (if employed 10 years or more)
- _____ **one year** sabbatical leave at 100% of contract pay (if employed 10 years or more)
- _____ **one semester** sabbatical leave at 100% of contract pay (if employed 6 to 9 ½ years)
- _____ **one year** sabbatical leave at 70% of contract pay (if employed 6 to 9 ½ years)

for the 2018-19 academic year.

The general **purpose of my leave** will be:

- _____ **research**
- _____ **study**
- _____ **travel**
- _____ **work experience**
- _____ **other** (explain on back)

*I understand that given the current budget situation, there is no guarantee sabbatical leaves will be funded, or if so, how many, for school year 2018-19. _____ (initial)

DEADLINE: Friday, April 28, 4:30 p.m.

Submit to Office of the Vice President of Academic Affairs

cc: Applicant's Immediate Supervisor