

# Intent to Apply for Sabbatical Leave, 2025-2026

---

To: Julie Davis, Sabbatical Leave Committee Chair

From: \_\_\_\_\_

CC: \_\_\_\_\_  
*Applicant's Immediate Supervisor/Dean*

Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Division: \_\_\_\_\_

**Re: Intent to Apply for Sabbatical Leave, 2025-2026**

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 2025-2026 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 2025-2026. \_\_\_\_\_ (initial required)

**DEADLINE: Thursday, March 28, 2024, 4:30 p.m.**

Submit to the Sabbatical Leave Committee Chair via email: [jdavis@cerritos.edu](mailto:jdavis@cerritos.edu)

*cc: Applicant to notify Immediate Supervisor/Dean via email*