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| A black and white logo  Description automatically generated**Sabbatical/Educational/Special Leaves Checklist***\*\* please review* [*SharePoint Instructions*](https://dalu.sharepoint.com/sites/hr/SitePages/instructions-sabbatical-education-leaves.aspx) *prior to completing this checklist.* |
| **Banner ID: Position #** (available on your salary worksheet): |
| **Name: Email Address:****Faculty: FASS Dept:****Leave Requested (Sabbatical, Educational or Special):**Start and end dates of **LAST** leave:Start and end dates of **REQUESTED** leave: | **PI: Y / N**Principal investigator**CRC: Y/ N** |
|  |
| ***Eligibility: \*\**** | **Y** | **N** |
| 6 Months |  |  |
| 1 Year |  |  |
| ***Request for: \*\**** | **Y** | **N** |
| 6 Months |  |  |
| 1 Year |  |  |
| Service Carry Forward (enter the number of years of service the member will retain toward their next sabbatical- see Clauses 30.17(f) and 30.20 |  |
| Per Clause 30.17 (d&f), with 6 years' service, members are eligible for a 6-month leave at 100%, 1-year leave at 85% OR (professoriate only) 6-month leave @85% and carry forward 3 years of service | **Initial** |
| ***Salary During Sabbatical/Special/Educational Leave*** |
| Base salary % - either 85% or 100% in accordance with 30.17(d), (e) or (f) or 30.32(c) for Instructors | **%** |
| Add 2.5% for every 6 months of postponement (only by Dean's request - see Clause 30.20/30.32(h) | **%** |
| Did the member work at less than 100% FTE (including Reduced Workload Arrangements) at any time during the qualifying years?  |  **Y** |  **N** |
| If yes to above, leave salary will be calculated in accordance with 30.17(h) |  |
| Total salary % for the period of the requested leave | **%** |
| ***Application from Member contains:*** | **Y** | **N** |
| Letter of application from faculty member, including: |  |  |
| 1) Academic plan for the proposed leave, and how it benefits the Member and the University. |  |  |
| 2) Confirmation that the applicant’s grad students have been notified of this planned absence. |  |  |
| 3) A summary of the stage of progress of each graduate student. |  |  |
| 4) A plan to ensure adequate supervision of each graduate student during the leave. |  |  |
| Copy of the report from the previous Sabbatical Leave (for Sabbatical Leave requests only). |  |  |
| Copy of Faculty Member’s CV and last Annual Activity Report. |  |  |  |
| ***Letter of recommendation from Department Chair to the Dean must include: ✔ ✔*** |
| An evaluation of how the academic plan benefits the member and the university. |  |  |
| A plan to ensure that the applicant’s courses are covered to enable student graduation. *\*Please include an overview of how the department will make adjustments within their current operating budget to minimize the need for additional resources.* |  |  |
| Review and approval of steps taken to supervise graduate students (if applicable). |  |  |
| ***Letter of recommendation from Dean to President must include: ✔ ✔*** |
| Confirmation that the academic plan benefits the member and the university. |  |  |
| Confirmation of course availability to enable students to graduate. |  |  |  |
| Confirmation that adequate graduate student supervision is in place (where applicable). |  |  |

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**Dean’s Signature Provost & VP Academic Signature**

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**Chair’s Signature / Banner ID Faculty Member’s Signature**