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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**