

ESF Sabbatical Leave Request Form

To: Faculty Member
 From: Valerie A. Luzadis, Interim Provost & Executive Vice President

1. Confirm with Timothy Blehar (tblehar@esf.edu) in Human Resources that you are eligible for sabbatical leave.
2. Please complete the table below.
3. Please attach Leave Activity Proposal¹.
4. Submit this form and Leave Activity Proposal¹ to your Chair for approval and transmission to Provost.

To Be Completed By Faculty Member	
Name:	
Dates Requested: For <u>10 month faculty</u> enter semester(s) requested. For <u>12 month faculty</u> enter dates requested.	
Anticipated compensation from sabbatical host institutions or supporting funding agencies:	
Provide a brief (Not to exceed 4 typewritten lines.) summary of sabbatical activities and purpose to be reviewed by SUNY-ESF Board of Trustees.	

I hereby agree to conform to all of the mandates of Article XIII, Title E of the Policies of the SUNY Board of Trustees, 2006, including: continuing as a member of the faculty for a minimum of one year upon my return from leave; and upon my return submitting to the President a detailed report of my professional activities and accomplishments while on leave.

 Faculty Signature

 Date

To: Faculty Chair
 From: Valerie A. Luzadis, Interim Provost & Executive Vice President

1. **Must be received by March 1 of each Academic Year for all sabbatical leave requests for the following Academic Year.**
2. Please submit a letter to me indicating your approval of this sabbatical leave request.
3. Include in your letter your request for any additional resources required as a result of this leave to meet departmental academic obligations.
4. Please attach this completed form as well as the Leave Activity Proposal¹ submitted by employee. The Provost's Office will request/complete the information in the next section.

To Be Completed By Human Resources	
Date of ESF Hire:	
Date Continuing Appointment Received:	
Dates of Previous Sabbaticals:	
Current Salary:	
To Be Completed By Provost	
Sabbatical Compensation: half/full pay	Signature of Approval:

¹The Leave Activity Proposal should indicate what the goals of the sabbatical are and specific plans for achieving those goals/outcomes. It should also include a statement on how the sabbatical will strengthen the capabilities of the individual, Department, and Institution.