

**NOTIFICATION of INTENT
for
SABBATICAL LEAVE**

Name _____

Department(s) _____

The Notification of Intent must be submitted to the Instruction Office by September 15 of the year prior to the academic year in which the sabbatical leave is to occur. It is understood that the applicant has read the Sabbatical Leave Policy.

My Sabbatical Leave will be for the following period:

_____ Fall Semester 20_____

_____ Spring Semester 20_____

_____ Full Year 20_____ to 20_____

It is the applicant's responsibility to attend the Sabbatical Leave Workshop and to discuss the proposal with the department chairperson/director and with the dean.

Signature of Applicant

Date

Date Received by Instruction Office

Copies: Applicant
Chairperson/Director
Dean
Instruction Office

