

PLEASE TYPE

REQUEST FOR EXTENSION TO FILE SABBATICAL LEAVE REPORT

Request is due in Instruction Office no later than the sabbatical leave report due date.

Name \_\_\_\_\_

Department(s) \_\_\_\_\_

Sabbatical Leave for \_\_\_\_\_  
Semester(s)/Year

I request an extension of time to file my sabbatical leave report due to extenuating circumstances. I understand that this is not an extension of time to complete the activities of the sabbatical leave.

REASON: (Please explain extenuating circumstances in detail.)

EXPECTED DATE OF COMPLETION:

DOCUMENTATION: Please include a copy of your approved Sabbatical Leave Application and any approved revisions, the report to the extent of completion, and brief documentation of completion of sabbatical leave objectives, e.g. transcripts, etc.)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Sabbatical Leave Committee Action:

Approve \_\_\_\_\_ Report Due Date \_\_\_\_\_  
Disapprove \_\_\_\_\_

Copies to: Applicant  
Chairperson/Director  
Dean