# Sabbatical Leave
Letter of Intent

The Letter of Intent uses your PeopleSoft ID to fill in your ID, name, and department. Be signed into PeopleSoft under your faculty emplid before accessing the form. Use the links embedded in the form to fully understand the policy, procedures, and responsibilities associated with taking a sabbatical.

Accessing the form:
1. Be logged into PeopleSoft under your faculty ID.
2. Open a new window tab in your browser.
3. Copy this link into the new window's address bar:
   https://my.palomar.edu/psc/palc9prd/EMPLOYEE/SA/c/G3FRAME.G3SEARCH_FL.GBL?G3FORM_FAMILY=PAL_FACULTY_SS&G3FORM_TYPE=SAB_INTENT&G3FORM_CONDITION=Default&G3FORM_TASK=ADD
4. You will be taken to the form with everything filled out except for the period of the leave. The form uses your PeopleSoft ID to fill out the other data.

Instructions with graphics:
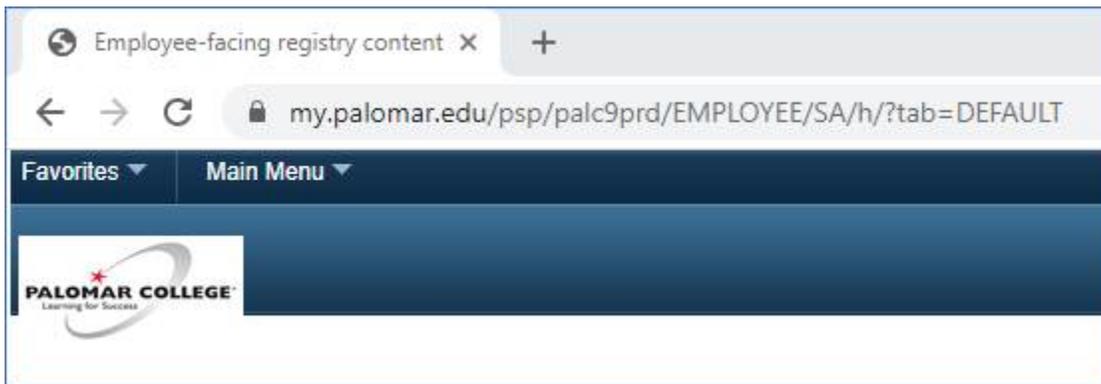
1.
   The faculty page may look a little different. Just be signed in.

2. click the "+" to open a new window tab.
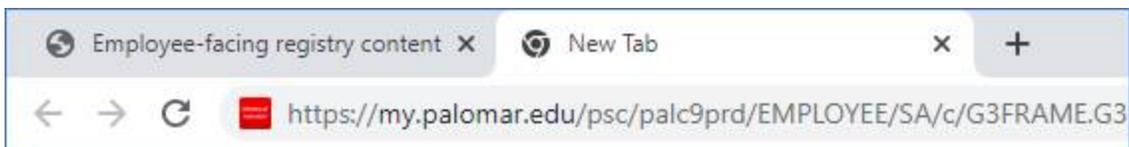
3.
   Copy the link into the address bar. Hit return.

4. You will be taken to the form with everything filled out except for the period of the leave. The form uses your PeopleSoft ID to fill out the other data.

Empl ID	████████	Submission Date	08/26/2021
Name	Richard Loucks	Department	INSTRUCT
*My Sabbatical Leave will be for the following period:	[dropdown]		