# **Sabbatical Leave Application Instructions**

## Preparing your Answers and Materials

Before you begin to complete your online application, please read the [Governing Board Sabbatical Leave Policy](https://www2.palomar.edu/pages/instruction/files/2015/06/ContractExcerpts.pdf) and [Procedures](https://www2.palomar.edu/pages/instruction/sabbatical-leave/) and gather any materials to be submitted.

It also may be helpful to prepare your answers before beginning your online application. The Application Questions and Requirements are listed in the final section of this document.

## Accessing the Application

1. Open and sign into [My Palomar](https://my.palomar.edu/psp/palc9prd/?cmd=login) using your faculty ID
2. In another tab in the same browser, open the [Sabbatical Leave Application](https://my.palomar.edu/psc/palc9prd/EMPLOYEE/SA/c/G3FRAME.G3SEARCH_FL.GBL?G3FORM_FAMILY=PAL_FACULTY_SS&G3FORM_TYPE=SAB_LEAVE&G3FORM_CONDITION=Default&G3FORM_TASK=ADD)

Or copy the following link into your browser address bar: <https://my.palomar.edu/psc/palc9prd/EMPLOYEE/SA/c/G3FRAME.G3SEARCH_FL.GBL?G3FORM_FAMILY=PAL_FACULTY_SS&G3FORM_TYPE=SAB_LEAVE&G3FORM_CONDITION=Default&G3FORM_TASK=ADD>

## Additional Information

**Saving your work**Each time you progress to another page in the application, your progress will automatically be saved. You may also manually save your application at any time if you need to finalize and submit at a later time. When you manually save your application, you will receive an email with a link to update and submit.

**After Submission**   
You will receive a confirmation email with a link to view your application and its approval status. You may also generate a PDF copy of your application by clicking “Print” from within this link.

## Application Questions and Requirements

Part I: Abstract of Sabbatical Project

In 150 words maximum, write an abstract of your sabbatical project, in third person. This will become a public document, and it will be the only part of the proposal reviewed by the Governing Board. As such, it should be carefully and professionally written. For the benefit of the Governing Board, the abstract must briefly address how your project will benefit the district and your students. You will need to detail the benefits in Part II, so no more than a sentence or two is required here. Overall, the abstract should be a general description of your project. Specifics about the hours, resources, methodology, and context should be reserved for Parts II-VI. Please click the link for sample abstracts.

Part II: Narrative Description of Project

In this section, please provide a narrative description of your sabbatical leave project. Overall, your description should reflect a project that constitutes 640 hours of work. The scope and hours involved will be specified in Part V, but the breadth of the project must be clearly apparent to the Sabbatical Leave Committee in the description provided.

Please follow this format:

1. Explain how the nature of the project meets one of the contractually approved areas for sabbatical leave. Is the project a creative work, a research project, field work, course work or some combination of these? Explicitly describe in detail as needed what the project is and how it fits under one or more of these areas.
2. Reiterate and expand upon how your sabbatical leave will benefit the district and students that you mentioned in the abstract.
3. Describe any new skills or knowledge you expect to gain from your sabbatical leave.

Part III: Time Allotment

Please provide a breakdown of how you will spend 640 hours on this project. Provide a bulleted time allotment list, followed by a 1-2 sentence justification for that allotment. The committee understands that this is a good faith estimate and that it is subject to change.

An example appears below in italics.

* *Reading articles found as part of research = 60 hours.*

*I will complete 3 graduate courses which qualify as a full load for xxxx University as contractually required (by Contract)*

*I plan to read 2 scholarly essays per week for 15 weeks. On average, each article will take 2 hours to read. (Additional examples)*

Part IV: Final Report

Please provide a list of items (deliverables) to be included in your final report. This should include only items that will actually be delivered. Final approval of your project will be based on you submitting these items as described. Examples appear below in italics.

* A manuscript draft of my article on X. At least 40 pages in length.
* An annotated bibliography of the works read to complete this draft, citing at least 15 works.
* 20-35 photographs of my art installation, each captioned in 2-3 sentences.
* The official transcript from xxx University is attached documenting successful completion of coursework.
* The program for the gala where my art installation will be featured.

Part V: District Equipment

Do you plan to use district equipment?

If yes: List any district equipment you plan to use while on sabbatical leave. Authorization from the appropriate supervisor is required.

File Attachments

All supporting documentation should be submitted electronically through the online application.