

Sabbatical Leave Plan
Attachment to UPAY 573

NAME _____ DEPARTMENT _____

Your Sabbatical Leave Application Form requires a specific and concrete statement of your program which you propose to follow while on leave. Listed below are outlined sections to be completed by you in accordance with APM 740-94 to be appended to the Leave Application. Be sure the application is filled out completely. Particular attention should be paid to A.13 (a short statement of the purpose of the Leave and the location while on leave). This information is used by the Academic Senate for the purpose of awarding extramural and travel grants.

Within 90 days following return from leave, a concise report will be submitted to the Chancellor through the Dean. Filing a report is a precondition for approval for subsequent Sabbatical Leaves.

- a. A brief history of the project, from inception through progress to date and projection as to complete date. This history will include a description of the applicant's preparation and any significant contributions already made in the field of activity with which the project is concerned. (APM 740-94a)

