

SABBATICAL APPLICATION FORM



REQUEST DATE: _____

REQUESTOR NAME: _____ TITLE: _____

UC EMPLOYEE NUMBER (from UCPath): _____ SCHOOL: _____ DEPT/UNIT: _____

Please return your leave application form and letter of request to your department office by (Date): _____
 Once approved, leave requests may not be changed if doing so would negatively affect the curriculum in the judgement of the department chair.

LEAVE REQUEST [Begin Date]: _____ [End Date]: _____

Regular Full Salary Sabbatical: ___ FALL(F) ___ SPRING(S) ___ ACADEMIC-YEAR(AY) ___ FISCAL-YEAR (FY)

Regular Partial Salary Sabbatical: ___ FALL(F) ___ SPRING(S) ___ ACADEMIC-YEAR(AY) ___ FISCAL-YEAR (FY)

In Residence Full Salary Sabbatical: ___ FALL(F) ___ SPRING(S) ___ ACADEMIC-YEAR(AY) ___ FISCAL-YEAR (FY)

In Residence Partial Salary Sabbatical: ___ FALL(F) ___ SPRING(S) ___ ACADEMIC-YEAR(AY) ___ FISCAL-YEAR (FY)

*Details about Sabbatical leave in residence may be referenced in [APM 740-8.b.](#)

Fill out the schedule in the box below:

Sabbatical leave is a privilege granted to faculty members in eligible titles who are in good standing to enable them to further their research or other creative activities and in doing so, to enhance their service to the University. Failure to return to regular University employment after sabbatical leave for a period at least equal to the period of the leave shall create an obligation on the part of the appointee to refund the entire salary received for the period of a regular sabbatical leave ([APM 740-16.d.](#)).

Select pay percentage and term:

___ **100%** ___ F ___ S ___ AY ___ FY

___ **89%** ___ F ___ S ___ AY ___ FY

___ **78%** ___ F ___ S ___ AY ___ FY

___ **67%** ___ F ___ S ___ AY ___ FY

___ **other** ___ F ___ S ___ AY ___ FY

For other, specify below:

Sabbatical Leave Credit for Academic-Year and Fiscal-Year Appointees - Semester System

Regular Sabbatical (APM-740 Chart III)

Qualifying Service	Sabbatical Leave Credit	
	1 Semester or (6 Months*)	2 Semesters (or** 1 Year*)
6 Semesters or 3 Years	.67 Salary	
7 Semesters or 3 1/2 Years	.78 Salary	
8 Semesters or 4 Years	.89 Salary or	.44 Salary
9 Semesters or 4 1/2 Years	Regular Salary or	.50 Salary
10 Semesters or 5 Years		.56 Salary
11 Semesters or 5 1/2 Years		.61 Salary
12 Semesters or 6 Years		.67 Salary
14 Semesters or 7 Years		.78 Salary
16 Semesters or 8 Years		.89 Salary
18 Semesters or 9 Years		Regular Salary

Select pay percentage and term:

___ **100%** ___ F ___ S ___ AY ___ FY

___ **92%** ___ F ___ S ___ AY ___ FY

___ **83%** ___ F ___ S ___ AY ___ FY

___ **75%** ___ F ___ S ___ AY ___ FY

___ **67%** ___ F ___ S ___ AY ___ FY

___ **other** ___ F ___ S ___ AY ___ FY

For other, specify below:

Sabbatical Leave Credit for Academic-Year and Fiscal-Year Appointees - Semester System

Sabbatical in Residence (APM-740 Chart IV)

Qualifying Service	Sabbatical Leave Credit	
	1 Semester (or 6 Months*)	2 Semesters (or** 1 Year*)
4 Semesters or 2 Years	.67 Salary	
5 Semesters or 2 1/2 Years	.83 Salary	
6 Semesters or 3 Years	Regular Salary	
7 Semesters or 3 1/2 Years	—	—
8 Semesters or 4 Years		.67 Salary
9 Semesters or 4 1/2 Years		.75 Salary
10 Semesters or 5 Years		.83 Salary
11 Semesters or 5 1/2 Years		.92 Salary
12 Semesters or 6 Years		Regular Salary

Include the following with your sabbatical request:

1. If sabbatical will require the use of supplemental funds, include percent and funding/account information.
2. A statement providing the information outlined in [APM 740-94](#).
3. Courses that will need to be replaced while you are on sabbatical leave.

Reminder: Per [APM 025](#) *Conflict of Commitment and Outside Professor Activities of Faculty Members*, faculty on leave with or without pay are subject to disclosure, prior approval, and annual reporting requirements; in addition, faculty on sabbatical or other leaves with pay are subject to the 39/48-day time limits.

Lastly, in accordance with [APM 740-97](#), please note that you will need to submit a concise report to the Dean within 90 calendar days of your return. Your report of results should include an account of activities during the leave, a statement of the progress made on the project, and a statement of future plans for the project, especially plans for completion and publication of the results. The report will become a part of the supporting documentation included in your next academic personnel review file; the review file will not be processed unless the report is included.

SIGNATURES AND APPROVALS

SABBATICAL CREDITS AVAILABLE: _____ AS OF (DATE): _____

SABBATICAL CREDITS TO BE USED: _____ AP ANALYST INITIAL: _____ DATE: _____

ENTER FUND/ACCOUNTING INFORMATION IF SUPPLEMENTAL FUND/S WILL BE USED:

COA: _____ % OF SALARY SUPPLEMENTED: _____

COA: _____ % OF SALARY SUPPLEMENTED: _____

COA: _____ % OF SALARY SUPPLEMENTED: _____

SIGNATURES:

Faculty signature: _____

Date: _____

