

**APPLICATION FOR SABBATICAL LEAVE OF ABSENCE**

Name \_\_\_\_\_

Employee ID Number \_\_\_\_\_ Date \_\_\_\_\_

Permanent Mailing Address \_\_\_\_\_

In accordance with *Northeastern Oklahoma A&M College* regulations governing Sabbatical Leaves of Absence, which I have read in the Faculty Handbook, I hereby apply for such leave from \_\_\_\_\_ to \_\_\_\_\_ at either 50% \_\_ or 100%\_\_ of the salary provided to me by the College.

I have been a member of the faculty or staff of *Northeastern Oklahoma A&M College* for \_\_\_\_ years, holding positions as follows for the years indicated.

POSITION	DATE
_____	_____
_____	_____
_____	_____

I have not been granted a similar leave of absence within the past \_\_\_\_\_ years.

**ATTACHMENTS**

This application is accompanied by \_\_\_\_\_ pages of attachments, including:

- 1) a detailed description of the nature of the activity to be conducted during the sabbatical leave, where the activity will take place, and how it will benefit *Northeastern Oklahoma A&M College*. (I understand any significant change in these plans must be reported immediately to my supervisor and receive approval from appropriate administrators or the leave will be terminated.)
- 2) one copy of application form and reports on previous sabbatical leaves I have been granted by *Northeastern Oklahoma A&M College*.
- 3) a summary of other leaves granted to me by *Northeastern Oklahoma A&M College* for more than one month; and
- 4) a statement from my supervisor explaining arrangements to take care of my regular duties during my absence.

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

