

Documentation Required

Please attach the following to this application:

1. Documentation which indicates the location and outline the scope and aims of your proposed administrative leave activity.
2. An up-to-date curriculum vitae clearly indicating academic performance since the last sabbatical.
3. A copy of your report on you last sabbatical or administrative leave, where applicable.

Signature of Applicant

_____/_____/_____
day month year

PLEASE FORWARD THE COMPLETED FORM TO THE ACADEMIC ADMINISTRATOR TO WHOM YOU REPORT.

Faculty Relations Verification

Administrative Leave Eligibility: Eligible Yes No

Salary Percentage:

Verified by:

Approvals

Confirm that you have:

1. A copy of the report of the last sabbatical or administrative leave, if applicable.
2. An up-to-date CV clearly indicating academic performance since the last leave.
3. A statement of the scope and aims of the proposed administrative leave.

Recommended

Yes No

Dean/Director/University Librarian/Principal

_____/_____/_____
day month year

Yes No

Vice-President (Academic)

_____/_____/_____
day month year