

Faculty must submit completed application form and all required documents by September 15th

TO BE COMPLETED BY FACULTY

Name:	Dept. Name:
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Date of last Sabbatical or DIP Leave, if any:

Leave Request: *(choose one)*

Instructional Faculty or Other in Academic Year Assignments:	One (1) semester at full pay	Semester:	Year:		
	Two (2) semesters at 1/2 pay	Academic Year:			
	Two (2) semesters at 1/2 pay	Sem:	Year:	Sem:	Year:

Librarians in 12-Month Assignments	Four (4) months at full pay	Start:	End:		
	Eight (8) months at 1/2 pay	Start:	End:		

Title of proposed project to be completed during leave:

PROMISSORY NOTE INSTRUCTIONS

Original notarized document to be submitted to the Faculty Affairs office, Salazar 2078

Pursuant to [Article 27](#) of the collective bargaining agreement, I will indemnify the University against loss in the event of failure, through fault of my own, to fulfill in the following manner: *(choose one)*

	Promissory Note
	Request the President waive the promissory note or bond. In its place, attached is a Statement of Assets , the value of which is in excess of the salary to be paid during leave, as evidence of my capacity to indemnify the State of California against loss in the case of failure of the fulfillment of this agreement.
	Bond of sufficient value for this purpose

APPLICATION INSTRUCTIONS - Submit as outlined on the instructions at: [Process to Submit Sabbatical Application](#)

I have carefully read the document "Guidelines for a successful Sabbatical proposal".

Additional Required Attachments - all documents are required at the time of submitting your application.

	Statement of purpose of the leave and a clear and detailed narrative description of the proposed project, including CSU resources, if any, necessary to carry it out and the potential benefit for the University.
	Copy of prior sabbatical/DIP report. <i>If no report, please explain:</i>
	Current Curriculum Vitae. Highlight items that are new since last sabbatical (or since hire, if there is no prior sabbatical)
	Per the Collective Bargaining Agreement, all additional work done during sabbatical or difference-in-pay leaves must be approved prior to the acceptance of a leave. Please fill out the Additional Work Approval Form if you anticipate completing outside work during your leave.

Submit application by September 15th.

Applicant Signature:	
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INFORMATION ABOUT THE USE OF THIS FORM

Eligible faculty shall use this form, together with attached proposal and other materials, to request a sabbatical leave.

[SSU Sabbatical Policy](#)

INSTRUCTIONS

Submit the completed form and attachments by the announced deadline.

Application Deadlines:

September 15 th	Faculty submit completed and signed form, including all attachments.
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	Please keep a signed copy for your records.
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EXPLANATION OF TERMS

Bond, Promissory Note, or Statement of Assets

Required by [Articles 27.9](#) and [28.11](#) of the collective bargaining agreement, the bond, note, or statement of assets provide confirmation that the faculty member will be able to repay salary in the event s/he chooses to leave the University without rendering the required period of service following return. The statement of assets, which has no cost associated with it, is the most commonly used method of providing this confirmation.

Two-semester Sabbatical

Find your gross rate of pay on a recent pay stub; this will be listed as "gross rate," not "taxable gross." Divide your current gross rate of pay in half. Percentage-based deductions such as tax withholding and retirement contributions will also be cut in half; you may fall into a lower tax bracket, and tax withholding may be reduced even more than half. Fixed-amount deductions such as health insurance premiums will be unchanged. This rate of pay will apply over 12 months.

Benefits

One-semester (full pay) sabbaticals, benefits are not affected at all.

Two-semester (1/2 pay) Sabbaticals, some benefits continue unchanged, while others are affected:

University-paid medical, life, and disability benefits are unchanged: These include health, dental, and vision insurance, and/or FlexCash; university-paid life insurance; university-paid long-term disability insurance; and sick leave accrual.

Retirement-related benefits are affected in proportion to the pay received: Your Social Security contributions are a percentage of your monthly pay; when your pay is reduced, the Social Security contributions are reduced in proportion. Social Security averages earnings over so many years that this is unlikely to have much or any effect on most faculty, but you may wish to contact Social Security to confirm the impact.

More significantly, your service credit under PERS will be reduced in proportion to the pay received (for example, a two-semester Sabbatical at half-pay will result in the accrual of half a year of PERS service credit, rather than a full year). Service credit is one of the factors in the calculation of the PERS retirement allowance, so such a reduction can have a noticeable effect on the retirement allowance. It is possible to purchase the lost service credit after your return from leave.

COMPLETE FIELDS AS FOLLOWS

Name	Name of Faculty applying for LOA
Dept. Name	Main department of above Faculty
Date of last sabbatical/ DIP	Date last sabbatical or DIP was taken, if applicable.
Leave Request	Instructional Faculty or Other in Academic Year Assignments (choose one)
	One (1) semester at full pay, Indicate Semester and Year
	Two (2) semesters at 1/2 pay, Indicate Academic Year
	Two (2) semesters at 1/2 pay, Indicate Semester and Years for AY overlap
Title of project	Or Librarians in 12-Month Assignments (choose one)
	Four (4) months at full pay, Indicate first day and last day of the four months
	Eight (8) months at 1/2 pay, Indicate first and last day of the eight months
Title of project	Indicate title of the project to be worked on during this sabbatical leave.

QUESTIONS/CONTACT

If you have any questions about completing this form, please contact Faculty Affairs.