

## Sabbatical Leave Application

Faculty and administrative staff who have completed six years of consecutive full-time employment, or full-time equivalent if employed on less than a twelve-month contract, are eligible to apply for sabbatical leave. Faculty and administrative staff who have taken sabbatical leave are eligible for sabbatical leave after completing another six years of consecutive full-time employment. The President, with the approval of the Board of Trustees, may overrule the eligibility guidelines. Completed applications must be received by the Faculty or Administrative Alliance Chairpersons by 5:00 p.m. on the first Monday of December.

Name \_\_\_\_\_

Department \_\_\_\_\_ Division \_\_\_\_\_

Requested Term (check one)

<input type="checkbox"/> Full annual contract period	full pay
<input type="checkbox"/> Half annual contract period	half pay
<input type="checkbox"/> Full annual contract period, working half-time	full pay
<input type="checkbox"/> Other (with Board approval)	_____

Requested dates of leave \_\_\_\_\_

Years of full-time employment at Casper College \_\_\_\_\_

Dates of prior sabbatical leave(s) \_\_\_\_\_

The following information is required to complete this application.

1. A detailed description of the proposed sabbatical project or activity.
2. A statement of the relevance of the project to the applicant's discipline job duties.
3. A description of the benefits of the sabbatical project or activity to Casper College.
4. A description of the benefits of the sabbatical project or activity to the applicant.
5. Budget and staffing impact of the sabbatical leave, which are developed with the applicant's immediate supervisor. The budget must include the salary and benefits for the applicant, the cost of replacing the employee while on leave, project or activity costs, and miscellaneous expenses, and funding sources for the sabbatical project or activity.
6. Letter of recommendation from applicant's division chair or supervisor.
7. Faculty applicants need a letter of recommendation from a faculty within the same division. Administrative staff applicants need a letter of recommendation from an administrative staff within the same department.
8. Faculty applicants need a letter of recommendation from a faculty outside their division. Administrative staff applicants need a letter of recommendation from a Casper College employee outside their department.

Applicant's Signature and Date \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Department Head's Signature \_\_\_\_\_

Division Chair's Signature \_\_\_\_\_

Vice President's Signature \_\_\_\_\_

Faculty or Administrative Alliance Chair's Signature \_\_\_\_\_

Date Received \_\_\_\_ / \_\_\_\_ / \_\_\_\_