



APPLICATION FOR  
SABBATICAL OR  
DIFFERENCE-IN-PAY LEAVE

NAME \_\_\_\_\_

DATE \_\_\_\_\_

COLLEGE \_\_\_\_\_

DEPARTMENT/SCHOOL \_\_\_\_\_

(check one only)

(check one only)

Status:	Faculty	Probationary*
	Counselor	Tenured
	Librarian	Temporary

\*A leave of absence with pay will count toward probation. It is the responsibility of the Dean and Department Chair or Director to be certain that the retention/tenure evaluation will be sufficient to form the basis for retention/tenure recommendation even though the individual is absent for all or part of the academic year.

Date of Last Paid Leave (Semester/Academic Year): \_\_\_\_\_

Type of Leave Requested

Sabbatical	Difference-in-Pay*
One Semester (full pay)	One Semester
Academic Year (half pay)*	Academic Year
4 month full pay option (available to 12 month faculty and 12 month Chair)	

**\*CalPERS service credit will be pro-rated during a Difference-In-Pay Leave or Academic Year (half-pay) Sabbatical Leave. Click [here](#) for more information**

Dates of Proposed Leave:

Fall \_\_\_\_\_ Spring \_\_\_\_\_ Academic Year \_\_\_\_\_

Other: From \_\_\_\_\_ To \_\_\_\_\_ (only for 4-month option)

As a part of this application, you are required to attach a comprehensive leave proposal covering your proposed plan of study, research travel, or service to be carried out during the leave period and a statement of benefits to the University, its programs, and its students. A copy of the proposal should be submitted to the Department Chair/Director in order for the Chair/Director to provide a statement regarding the possible effect on the curriculum and the operation of the department should you be granted a Sabbatical Leave.

Leaves with pay are subject to (a) completion of a Promissory Note, to be submitted to the College Dean within 30 days of leave approval, and (b) compliance with the Collective Bargaining Agreement between the California Faculty Association and the Trustees of the California State University as well as University policy.

**A faculty unit employee on sabbatical leave of DIP shall not accept additional and/or outside employment without prior approval of the Provost (President's designee).**

Check if faculty plan to have additional or outside employment during the sabbatical leave. Attach "Sabbatical or DIP Request for Additional or Outside Employment" for from [OAPL website](#).

APPLICANT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

