

Leaves of Absence

Sabbatical Leaves

The Department makes a call for requests for sabbatical leave in the fall of each academic year to all Faculty members in the department, for sabbatical leaves to be scheduled for the following academic year.

Faculty members have until the end of the eighth week of the Fall Quarter to request a sabbatical leave for the following academic year. If you are planning on taking sabbatical, please discuss with your departmental chair by November 15th of the year PRIOR. All formal requests for sabbatical leave should be submitted to the Academic Affairs Coordinator of the CSE Department (APM Room 3216). You may pick up a sabbatical leave form from APM 3216.

Faculty members are informed each fall of their individual balance of sabbatical credits by the Academic Affairs Coordinator.

Additional information about sabbatical leaves and sabbatical credits can be found online in [Section 740 of the Academic Personnel Manual](#) .

A very helpful document entitled "Benefits Checklist - Sabbatical Leaves" is available upon request from the Academic Affairs Coordinator or [online](#) .

Leaves without Pay

Faculty members are also asked to follow the same schedule of advance notification when requesting a Leave without Pay as for Sabbatical.

A very helpful document entitled "Benefits Checklist - Leave without Pay" is available upon request from the Academic Affairs Coordinator or [online](#) .