



SABBATICAL OR DIFFERENCE-IN-PAY LEAVE: REQUEST FOR ADDITIONAL OR OUTSIDE EMPLOYMENT

Complete the below request form and submit to your department for review.

Name: _____ EMPLID _____

College: _____ Department: _____

Type of Leave Awarded:
Sabbatical: One Semester (full pay), Academic Year (half pay)
Difference-in-Pay: One Semester, Academic Year

Period of Leave: Fall 20____ Spring 20____ Academic Year_____

In the space below, please describe the Additional or Outside Employment. Be sure to include the following items (attach additional page if needed):

Description of the work; Type/amount of compensation (if any); Where the work will be performed; Approximate duration of the work (ex: 10 hrs/week for 6 months); How the work affects the approved leave; How the leave project will be accomplished.

Large empty rectangular box for describing additional or outside employment.

By signing below, I affirm the above information to be true:

Signature of Requester

Date

RECOMMENDATION OF DEPARTMENT CHAIR / DIRECTOR:

The applicant's Request for Additional or Outside Employment has been review.

I Recommend Approval

I Do Not Recommend Approval

Department Chair / Director

Signature

Date

Comments: _____

RECOMMENDATION OF DEAN/ADMINISTRATOR:

The applicant's Request for Additional or Outside Employment along with the recommendation of the Department Chair/Director has been reviewed.

I Recommend Approval

I Do Not Recommend Approval

Dean / Administrator

Signature

Date

Comments: _____

► **Forward completed request with all signatures above to the Office of Faculty Advancement (OFA), Sacramento Hall 155 or via campus mail to zip 6136. OFA will then forward requests to the Provost for review and will send notification of the decision.**

► *For questions, please contact the Office of Faculty Advancement at x82913.*

DECISION OF PROVOST (as President's Designee)

Approved

Not Approved

Provost - Vice President for
Academic Affairs

Signature

Date

Comments: _____

C: Dean
Department Chair
Personal File