

# APPLICATION FOR SABBATICAL LEAVE

PASADENA AREA COMMUNITY COLLEGE DISTRICT

TO: Office of Human Resources  
Room C-204

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

Please consider my request for sabbatical leave of absence for one of the following periods

College Year 20\_\_ 20\_\_

Fall Semester only 20\_\_

OR

Spring Semester only 20\_\_

I am requesting this sabbatical leave for **research** in accordance with the regulations and provisions of Sections 87767-87775 of the Education Code of the State of California, and subject to the following provisions:

1. Subject of research and statement of benefit this research is to your teaching, students, and/or the college and how it will broadening your understanding/ experience in the field related to the current assignment. If research requires visiting various sites, list their locations, contacts (if any), timeframe and purpose in research.
2. Letterhead documentation, dated within the year, providing substantial independent written evidence from the institution that research will be done under supervision at said institution, or is equivalent to research done in an approved course of study.
3. Documentation verifying supervision will be under an individual whose credentials and/or expertise is in the field that relates to your research.

**Note:** As reference, you may view samples of previously recommended applications available in the Office of Human resources.

**Note:** If a sabbatical leave is approved, faculty is compensated 75% of salary earnings and STRS contributions. If you wish to apply banked hours, please fill out the "Application To Use Banked Hours" and submit the form when approval notice is received.

APPROVED BY:

Applicant has notified the Dean of intention to apply for a sabbatical leave.

\_\_\_\_\_  
Vice President, Human Resources

\_\_\_\_\_  
Signature of Dean

\_\_\_\_\_  
Superintendent-President

\_\_\_\_\_  
Signature of Applicant

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