

**SABBATICAL and RETRAINING LEAVE APPLICATION GUIDELINES  
MSUAASF**

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

DEPARTMENT: \_\_\_\_\_ MAIL CODE: \_\_\_\_\_ PHONE: \_\_\_\_\_  
BLDG & RM

Period for which leave is requested: \_\_\_\_\_

How many years of consecutive full-time service do you have here at Minnesota State University, Mankato (including this year)? \_\_\_\_\_

Have you received a leave from Minnesota State University, Mankato before? \_\_\_\_\_

If so, when, and how long? \_\_\_\_\_

What was the purpose of the former leave(s)? \_\_\_\_\_

What is the highest degree earned? \_\_\_\_\_ If less than a doctorate, how many credits beyond highest degree? \_\_\_\_\_ Semester Hours \_\_\_\_\_ Quarter Hours \_\_\_\_\_

The purpose of the leave is to enable an employee to undertake additional study or other endeavors that will enhance the employee's contribution to the university/to meet the programmatic needs of the university. Please attach a statement of your leave plan. Provide the following information.

- A. The basic purposes of your sabbatical leave or retraining leave. (Indicate the one you are applying for.)
- B. How this leave will benefit you and the university in your subsequent work. For example, to offer a new skill development workshop, write an article or offer a new program or service.
- C. Specific detail of your activities.
  - 1. If you plan to attend a college or university, designate which one and specify your purpose. E.g., earn a degree, build a new specialty, intellectual enrichment.
  - 2. If you plan to travel, where will you go and what will you do? This statement should be as explicit as possible with major stops, special educational experiences, etc., specified.
  - 3. Do you expect to work under a fellowship, a research grant, or some other type of appointment? What benefits will you derive from this, and what are your commitments and obligations under it?
- D. Additional comments covering points not raised by these questions.

**A detailed plan (daily schedule) for leave activities acceptable to the appropriate supervisor shall be submitted to him/her at least two weeks before the last day of the academic semester or session immediately prior to the leave.**

**This question is to be answered by the Supervisor in an attached letter.** How does the department (or other appropriate unit) plan to complete the assigned duties of the applicant? Indicate your recommendation.