

**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.