

## **Minnesota State University Moorhead MSUAASF Sabbatical Leave Request Procedure**

The purpose of this procedure is to assist in the implementation of Article 15, Section C, Sabbatical leave, of the current bargaining agreement. By means of this procedure, we also hope to inform employees of how to request a sabbatical leave. If this procedure is ever in conflict with the collective bargaining agreement concerning sabbatical leave, the collective bargaining agreement will rule.

1. To request a sabbatical leave, an eligible employee, as defined in Article 15, Section C, subd. 2, should complete a “Sabbatical Leave Request for MSUAASF Employees” form and a written plan. This form may be obtained from the Human Resources Office and must be submitted no later than December 31 prior to the calendar year the leave will commence. However, the request must be made no later than four (4) months prior to the commencement of the above. In an instance of unusual circumstance and/or merit, the President may, at his discretion, accept a sabbatical leave request at any time.
2. The original request form and attachments should be forwarded to the immediate supervisor. The immediate supervisor will complete his/her recommendation section of the form.
3. The immediate supervisor will forward the request to the Human Resources Office. Years of work and previous sabbatical leave data will be verified.
4. The Human Resources Office will forward the request to the area Vice President, who will record his/her recommendation on the request form.
5. The area Vice President will forward the request to the President. The president will take final action on the request by officially notifying the employee in writing whether approved or denied.
6. If approval is granted, the President and the employee sign the “Sabbatical Leave Request”.

### **Project Description**

State the purpose for which the leave is requested and the contribution this leave will make in terms of enhancing your effectiveness and contributions to the university.

### **Optional Data**

You MAY include areas such as performance of assigned duties; honors; participation in learned and/or professional societies; scholarly activities and professional advancement.

**Other Factors:**

Comments may be made in regard to such items as (1) factors which the employee feels are significant but which are not included in the proposal, (2) exceptional or emergency situations that may deserve special attention.

**Contributions and Supporting Data:**

If applicable, discuss or list your contributions in areas other than your major assignment. List these contributions under separate headings as follows:

1. Department
2. Area Vice President
3. University
4. Other areas

**When action has been taken, copies will be distributed as follows:**

Original – Human Resources Office

One Copy – Employee

One Copy – Immediate Supervisor

One Copy – Area Vice President

If there are questions concerning this procedure, please contact the Human Resources Office at 2066.

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Approved for Administration  
Warren Wiese,  
Vice President for Student Affairs

\_\_\_\_\_  
Date

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Approved for MSUAASF  
Jayne Washburn,  
Local MSUAASF President

\_\_\_\_\_  
Date