



MSUAASF Sabbatical Leave Application
Article 15, Section C, MSUAASF Master Agreement 2019-2021

ASF EMPLOYEE INFO	
Name:	Date:
Department:	

ELIGIBILITY
<i>Per Article C, Subd. 2. In order to be eligible for sabbatical leave, an ASF Member must have completed at least six (6) consecutive years of service of at least half (0.50) time for at least nine (9) months within each appointment year at the university since the ASF Member's initial date of employment or the expiration of such ASF Member's last previous sabbatical leave.</i>
How many years of consecutive service do you have at MSU, Mankato:

PRIOR SABBATICAL LEAVE(S) (If applicable)						
Have you had a prior sabbatical leave or leaves? Yes No						
If yes, enter the begin / end dates and purpose of each leave below:						
<table border="1"> <tr> <td>Begin Date:</td> <td>End Date:</td> <td>Purpose:</td> </tr> <tr> <td>Begin Date:</td> <td>End Date:</td> <td>Purpose:</td> </tr> </table>	Begin Date:	End Date:	Purpose:	Begin Date:	End Date:	Purpose:
Begin Date:	End Date:	Purpose:				
Begin Date:	End Date:	Purpose:				

REQUESTED SABBATICAL LEAVE						
<i>Per Article C, Subd. 3, The ASF Member's application for sabbatical leave shall include a written plan consistent with the purposes outlined in Subd. 1 with the dates of the requested leave. Subd. 1 states that the President may grant a sabbatical leave to any ASF Member who proposes to undertake additional study or other endeavors that will enhance the ASF Member's contribution to the university.</i>						
Period for which sabbatical leave is requested:						
State the purpose of your sabbatical leave:						
<table border="0"> <tr> <td>Length of Sabbatical (select one):</td> <td>Four (4) months at full base salary</td> </tr> <tr> <td></td> <td>Twelve (12) months at 90% base salary (second sabbaticals only)</td> </tr> <tr> <td></td> <td>Number of months _____ (up to twelve (12)) at two-thirds (2/3) base salary</td> </tr> </table>	Length of Sabbatical (select one):	Four (4) months at full base salary		Twelve (12) months at 90% base salary (second sabbaticals only)		Number of months _____ (up to twelve (12)) at two-thirds (2/3) base salary
Length of Sabbatical (select one):	Four (4) months at full base salary					
	Twelve (12) months at 90% base salary (second sabbaticals only)					
	Number of months _____ (up to twelve (12)) at two-thirds (2/3) base salary					

For detailed information not covered on this form, please refer to the MSUAASF Contract.

MSUAASF Sabbatical Leave Application Continued...

PROVISIONS	
1.	Submission Timeline: <ul style="list-style-type: none"> • A Sabbatical Leave Agreement must be submitted to the President’s office, with the appropriate Vice President/Provost approval, by March 1 to be considered for a sabbatical at any point during the following academic year. • Notification of approval or denial for sabbatical will be communicated in writing.
2.	The ASF Member shall agree in writing to return to the university for at least (1) year of service after completion of the sabbatical leave. If a decision is made not to return to the University: <ul style="list-style-type: none"> • No salary payments will be disbursed from the date of the notification. • The salary money received during the sabbatical leave will become due and payable to the State of Minnesota within one year from the date notification is given not to return.
3.	Service faculty members on sabbatical leave may accept scholarships, fellowships, grants, or employment during the leave, provided the activity serves the purpose of the sabbatical leave.
4.	If a decision is made not to return to the University: <ul style="list-style-type: none"> • No salary payments will be disbursed from the date of the notification. • The salary money received during the sabbatical leave will become due and payable to the State of Minnesota within one year from the date notification is given not to return.
5.	Service faculty members on sabbatical leave may accept scholarships, fellowships, grants, or employment during the leave, provided the activity serves the purpose of the sabbatical leave.
6.	A sabbatical leave report must be filed with the applicable office of Student Affairs, WA 228 or Academic Affairs, WA 315 within 30 days following return to campus. This report shall include, but not be restricted to the following items: <ul style="list-style-type: none"> • A summary of what you accomplished during the sabbatical leave. • A description of how the accomplishment related to your written plan.

EMPLOYEE SIGNATURE	
<p><i>My signature below indicates that I understand the sabbatical leave provisions as outlined above. I agree to the conditions above and will return the signed copy to Academic Affairs, WA 315 or Student Affairs, WA 228, by March 1, as appropriate. Failure to sign, date and return this agreement may result in the cancellation of my sabbatical leave.</i></p>	
_____	_____
Employee Signature	Date

APPROVAL SIGNATURES & RATE	
This sabbatical leave is funded at:	Four (4) months at full base salary Twelve (12) months at 90% base salary (second sabbaticals only) Number of months _____ (up to twelve (12)) at two-thirds (2/3) base salary
_____	_____
Supervisor Signature	Date
_____	_____
Unit Head Signature	Date
_____	_____
Vice President or Provost Signature <i>(Presidential Designee for this Agreement)</i>	Date