

**APPLICATION FOR SABBATICAL LEAVE
UNIVERSITY OF HAWAI'I AT HILO**

Applicant _____ Title _____ Rank _____

College _____ Division _____ Dept _____

Period of sabbatical leave requested: From _____ To _____ Date of initial hire at the University of Hawai'i: _____

Are you tenured? Yes No

List all breaks in service and all periods of less than full-time service:

Dates of last sabbatical leave: From _____ To _____

Attach Separate Sheets(s) Showing:

1. An outline of the project, research of study program proposed.
2. Statement of financial remuneration expected from non-University of Hawai'i sources.

Statement of Understanding and Compliance

I understand that sabbatical leave is granted in accordance with University rules, and that should I be authorized such leave, I shall carry out my sabbatical plan and submit a written report on my sabbatical activities. I also understand that I am required to return to the University of Hawai'i for at least one year of service upon completion of the sabbatical leave or upon completion of any other approved leave granted in conjunction with the sabbatical leave. I agree that if I do not return or do not fulfill my return service obligation, I shall reimburse the University all compensation received from the University during the sabbatical leave period.

Applicant's Signature _____ Date _____

RECOMMENDATION

<u>Approve</u>	<u>Disapprove</u>		<u>Signature</u>	<u>Date</u>
<input type="checkbox"/>	<input type="checkbox"/>	Department Chair	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	Division Chair	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	Dean	_____	_____
		Human Resources (review only)	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	Vice Chancellor	_____	_____

APPROVED / DISAPPROVED Chancellor _____

*Attach explanation of how applicant's duties will be covered. If disapproval is recommended, attach explanation also.

Nine-month personnel:

One (1) semester only – sabbatical leave must start on January 1 or July 1 for a period of six (6) months at full pay.

Academic year – sabbatical leave may start on January 1, June 1, July 1 or August 1 for a period of twelve (12) months at half pay.

Eleven-month personnel:

Eleven-month personnel with teaching or academic calendar related duties may go on sabbatical leave during the same periods as nine-month personnel.

Eleven-month personnel whose duties are not affected by academic calendar requirements may start their sabbatical at any time, normally on the first day of a month.

Faculty members serving on eleven-month appointments may alternately be granted sabbatical leaves of shorter duration with full pay at proportionately more frequent intervals, after the initial period of six (6) years of continuous service at the University, provided that the total leave with pay taken within a sabbatical period does not exceed that provided for regular sabbatical leave.

NOTE: Refer to the Faculty Collective Bargaining Agreement for other conditions affecting sabbatical leaves.