

APPLICATION FOR SABBATICAL LEAVE FROM KANSAS STATE UNIVERSITY

Name _____

County/District _____

Faculty Rank Extension Agent

Dates of Previous Sabbatical Leaves at KSU _____

Sabbatical Option Desired:
11 months @ half salary _____
5 months @ full salary _____

Leave Without Pay* _____ to _____

Sabbatical Leave* _____ to _____

Total Study Leave* _____ to _____

*Beginning and ending dates should coincide with biweekly pay period dates. Five month sabbaticals will include 11 biweekly pay periods and eleven month sabbaticals will include 24 biweekly pay periods.

- ▶ (Attach a brief [500 words or less] description of the objectives of the sabbatical leave on the next page.)
- ▶ (Attach a detailed description of the plan of work for the sabbatical on the next page.)
- ▶ (Attach statement from Area Extension Director concerning merits of the proposed leave)

Date Extension Agent

Date Chair, Extension Council/Governing Body

Date Area Extension Director

Date Associate Director

Date Director of Extension

Description of objectives of the sabbatical leave (500 words or less)

Detailed description of the plan of work for the sabbatical

GUIDELINES FOR COMPLETING APPLICATION FOR SABBATICAL LEAVE (KSU 1-9a)

Any agent desiring to be considered for sabbatical leave must complete KSU 1-9a, secure the signature of the Chair of the Extension Council/Governing Body, and submit to the Area Extension Director by November 1 prior to the fiscal year in which the sabbatical leave is to begin. The Area Director will submit to the office of the Associate Director by November 10.

Sabbatical leave can be taken for up to five months at full pay or up to eleven months at half pay. Sabbatical leave begins the day following expiration of all current annual leave and leave without pay, if it is used.

The leave dates given **must be exact**. Beginning and ending dates should coincide with biweekly pay period dates. Five month sabbatical will include 11 biweekly pay periods. Eleven month sabbatical will include 24 biweekly pay periods.

Leave without pay, if it is to be used, must be taken before the sabbatical leave begins. The employee must return to duty the day following the end of the sabbatical leave.

If the sabbatic leave is for advanced study, the application must be accompanied by a letter of acceptance from the graduate school. (It may require as much as six months to acquire the letter of acceptance).

Within one month of returning to full-time status, successful applicants shall submit a report to their Area Extension Director and the Director of Extension covering the sabbatical leave, using these guidelines:

- A. Provide a brief narrative of the sabbatical activities. Was all accomplished as proposed in the original plan of work? If not, why? Were there important activities or experiences not foreseen in the original application? If so, describe.
- B. Did the sabbatical result in the product described in the original application? If not, what changed and why?
- C. In what ways did the leave provide scholarly and professional enrichment? Describe how this will be shared with colleagues in the Kansas Cooperative Extension Service.