**Sabbatical Leave Application**

Name: Date:

Years of Service in PCCD: Faculty Service Areas (FSA)

Leave Period Requested:

Have you had previous Professional Development (Sabbatical) Leaves? **YES / NO**

If “yes” list time periods and activities:

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Type of Leave: Indicate type of program. Check more than one, if applicable, and complete forms as applicable.

☐ Formal Coursework at university / college or other institutions

☐ Research / Study / Creative Work / Internship

☐ Travel / Study / Site Visits

Time Requested: There are three possible time arrangements for Leaves as shown below. Indicate your preference by writing ‘first choice’, ‘second choice’ etc. in the spaces provided. The Committee will try to give you your first choice. It will be assumed that you are not interested in any option you leave blank.

**Select Option**

1. One semester @ 100% salary for Fall 2014 \_\_\_\_\_\_\_\_\_\_\_
2. One semester @ 100% salary for Spring 2015 \_\_\_\_\_\_\_\_\_\_\_
3. Two semesters @ 66.66% salary for Fall 2014/Spring 2015 \_\_\_\_\_\_\_\_\_\_\_

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Upon return from professional leave, you are required to submit to the Chancellor, in writing, two copies of a report detailing the outcome of your leave (see Article 26 #13 M of the PFT Contract for details – see appendix). Please also send an electronic and a hard copy of the report to the Chair of the Merritt Professional Development Committee, which will be available in the campus Library for future reference.