

## Sabbatic Leave Application

### Part 1: Applicant's Submission

To be completed by the applicant after consulting the [Regulations on Sabbatic Leaves for Tenure-Track and Tenured Academic Staff](#) on the Secretariat website. The applicant must initiate a request for leave of absence business process in Workday (refer to [All About Sabbatic Leave of Absence & How to Submit a Request in Workday](#)), and append the following attachments:

- This Application Form
- Enclosures (see section below)

#### 1 SERVICE CREDIT

	Rank(s)	Years in Rank	From (mmm-yyy)	To (mmm-yyy)
<b>a) McGill University</b>				

	Rank(s)	Years in Rank	From (mmm-yyy)	To (mmm-yyy)
<b>b) Other Universities</b> (Only for first-time applicants)				

**c) Indicate all leaves taken while at McGill in the last 7 years**

(include disability leaves, maternity, adoption, and parental leaves, leaves of absence including secondments, and administrative, professional development and/or sabbatic leave; do not include annual vacation)

Nature of Leave	From (mmm-yyy)	To (mmm-yyy)

I have taken no leaves during this period.

#### 2 PERIOD FOR WHICH SABBATIC LEAVE IS REQUESTED

Twelve-month Sabbatic Leaves normally begin on September 1<sup>st</sup> or January 1<sup>st</sup>.  
 Six-month segments normally begin either on January 1<sup>st</sup> or July 1<sup>st</sup>.

I am applying for:

- a) One (1) twelve (12) month leave**

From:

dd-mmm-yyyy

To:

dd-mmm-yyyy

- b) Two (2) six (6) month leaves**

From: dd-mmm-yyyy To: dd-mmm-yyyy

From: dd-mmm-yyyy To: dd-mmm-yyyy

**c)** One (1) six (6) month leave

From: dd-mmm-yyyy To: dd-mmm-yyyy

### 3 LOCATION WHERE LEAVE IS TO BE SPENT

I will spend all my leave at McGill.

I will spend some or all of my leave elsewhere

**I will spend some or all of my leave elsewhere, as follows:**

<b>LOCATION 1</b>	<b>a) name of institution where leave is to be spent</b>		
	<b>b) location of institution</b>	<b>City:</b>	
		<b>Country:</b>	
	<b>c) reason for the visit? (e.g. invited, re-search, visit to archives, etc)</b>		
	<b>d) full dates</b>	<b>From:</b>	<b>To:</b>
<b>LOCATION 2</b>	<b>a) name of institution where leave is to be spent</b>		
	<b>b) location of institution</b>	<b>City:</b>	
		<b>Country:</b>	
	<b>c) reason for the visit? (e.g. invited, re-search, visit to archives, etc)</b>		
	<b>d) full dates</b>	<b>From:</b>	<b>To:</b>
<b>LOCATION 3</b>	<b>a) name of institution where leave is to be spent</b>		
	<b>b) location of institution</b>	<b>City:</b>	
		<b>Country:</b>	
	<b>c) reason for the visit? (e.g. invited, re-search, visit to archives, etc)</b>		
	<b>d) full dates</b>	<b>From:</b>	<b>To:</b>

**4 WILL YOU BE TEACHING DURING YOUR LEAVE (OTHER THAN OCCASIONAL LECTURES, SEMINARS, ETC.?)**

No

Yes

Provide full details and justifications for engaging in teaching.

**5 WILL YOU BE ENGAGED IN ADMINISTRATIVE TASKS DURING YOUR LEAVE?**

No

Yes

Provide full details and justifications for engaging in administrative duties.

**6 WILL YOU BE RECEIVING ANY FORM OF REMUNERATION FROM THIRD PARTIES DURING YOUR LEAVE?**

No

Yes

Provide full details.

**7 GRADUATE STUDENTS AND POSTDOCS**

a) List the names of graduate students and postdocs you are currently supervising.

Name	Level	Expected Year of Completion

- b) Describe the provisions you will make for the supervision of your graduate students and postdocs during your leave.

I have discussed the proposed leave and plans for supervision with my graduate students and postdocs.

## 8 LIST OF COURSES YOU TEACH

Course Number	Course Title

## 9 DESCRIPTION OF SABBATIC PLAN

Briefly describe your sabbatic plan, addressing the following:

- (i) The academic goals or objectives of the work planned for the sabbatic leave;
- (ii) The significance and relevance to your academic duties, academic unit, and/or the University;
- (iii) The anticipated outcomes of the proposed sabbatic leave.

Note: Append additional pages if necessary, and upload as a separate document in Workday. List the documents in the enclosures section at the end of this form.

## 10 DECLARATION

I have reviewed the [Regulations on Sabbatic Leaves for Tenure-Track and Tenured Academic Staff](#) on the Secretariat website.

### Employment

I understand that I may not hold employment with another employer during the period of my sabbatic leave.

### Remuneration

I will fully disclose to me Chair/Director, Dean, and the Provost & Vice-Principal (Academic) all remuneration (ie. honoraria, professional fees, cost of living allowances, fellowships, research stipends) expected or received during the period of my sabbatic leave.

### Post-Sabbatic Service to McGill University

I will return to McGill University following the end of the sabbatic leave, and will serve for a period commensurate to the length of my leave, failing which, I will reimburse the University for such salary and benefits received during my leave.

### Report on the Sabbatical

I will submit a written report of my sabbatic leave to the Provost & Vice-Principal (Academic), with a copy to my Chair/Director and Dean no later than six (6) months after my return.

### Changes to Sabbatical

I will disclose any changes to my sabbatic plans, and will seek prior written approval from the Chair/Director, Dean, and the Provost & Vice-Principal (Academic).

**I declare that the information I have given is accurate and complete, and I understand and accept the conditions of this sabbatic leave.**

**Electronic Signature of the APPLICANT**

**Date**

---

## Enclosures

---

In addition to this form, please attach the following documents to your request in Workday:

- Current CV
- Book outline, letter of offer from publisher, if applicable
- Report of previous Sabbatic leave, if not previously submitted
- Other relevant documents (please list):