

APPLICANT INFORMATION FORM

NAME _____ DATE _____

DEPARTMENT _____ DIVISION _____

APPLICATION FOR SCHOOL YEAR 20____ - ____

A) Is the application for (mark with "X") Spring ____? Fall ____? Full Year ____?

B) If you have taken a previous sabbatical leave(s), in what year(s) was your last sabbatical leave? If this is your first sabbatical leave then leave field blank. _____

C) Will you earn money on a paid employment basis while on this leave? (mark with "X")
Yes ____ No ____

If an individual receives taxable compensation for the activity described in his/her sabbatical leave proposal, the sabbatical funding shall be decreased by that amount of income which raises the gross total taxable compensation above the level of the faculty member's regular full-time service compensation. If a grant replaces the salary, even though it may not be taxable, then such money shall be deducted from the amount of sabbatical pay. Paid employment and/or paid vocational study and research while on sabbatical leave (the amount of remuneration **plus** the sabbatical leave allocation) must not exceed the amount of the instructor's regular salary. Applicants planning to engage in paid activities or in unusually time-consuming activities beyond the scope of the sabbatical proposal should inform the Sabbatical Leave Committee of these plans in the application. If the applicant makes such plans after the application process is completed, s/he should inform the Sabbatical Leave Committee at the time the plans are formed; the applicant's written statement will be appended to his/her sabbatical leave application in the Academic Senate files.**

APPLICANT'S SIGNATURE	DATE

IMPORTANT!! 1. According to District policy, no pay warrant may be legally issued to sabbatical leave recipients until the "Letter of Indemnification" agreement has been completed and received in the Human Resources Office.

**2. See District Policy, Section 2022.11 for general procedures and deadlines.