

****SCHOOL OF EARTH, ENERGY, & ENVIRONMENTAL SCIENCES****

FACULTY APPLICATION FOR LEAVE OF ABSENCE

Faculty Handbook on Sabbaticals and Leaves:
<http://facultyhandbook.stanford.edu/ch3.html>
<http://facultyhandbook.stanford.edu/ch9.html#ott>
~Sabbatical, regardless of rate of pay means 100% relief of University duties.~

Name:	Today's Date:
Title:	Department:
Joint Department (if applicable):	School (if other than Stanford Earth):
For Academic Year: (ex; 2015-16)	Return from leave:
Place on leave:	Return from leave:
Place on leave:	Return from leave:
OR Full year Note: Summer quarter leave - Research faculty only.	
Type of Leave Requested: (Definitions at the end of this form; *Professors of Practice are eligible for LWOS)	

of Credits Available:
of Credits Needed For This Leave:
of Credits Remaining After This Leave:
% Rate of pay from...
Sabbatical Pool: Other Sources:
Total % rate of pay during leave:
(Ex; Sabbatical Pool: 50%, Other Sources: 50%, Total % rate of pay during leave: 100%)

<u>Source(s) of Funding</u> (Other than sabbatical/paid leave credits)
Describe other sources of funding and estimated amount (grant funding, fellowships, visiting position, etc.). Total compensation may not exceed your full-time Stanford base salary for the leave period.

Purpose of Leave

Please describe fully the purpose and planned activity during the leave period.

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Please tell us the courses that will need to be replaced in your absence. (If appropriate list course name number, and quarter in which you teach. Indicate if it is a core course or not.)

Please list current dissertation students by name for whom you are principal advisor and indicate arrangements that have been made during your absence.

Name:	Supervision arrangements:

Please describe arrangements that have been made for continuation of your graduate and undergraduate advising responsibilities.

Please describe arrangements that have been made for continuation of any administrative duties for which you are responsible.

If you are a Project Director or Principal Investigator on any externally sponsored project, please describe the arrangements you have made and the agency prior approvals you have received, as required by the grant or contract terms and conditions, for your absence from the project and/or reduced level of effort during this requested leave. (See policy in Research Policy Handbook Chapter 3.1)

Should substantial changes in these plans occur, please inform your Department Chair. Any changes must be approved by the Department and the Dean's Office. Thank you.

Faculty Signature Date

Department Chair Date

Primary Dean Date

Secondary/Joint Department Chair Date

Secondary/Joint Dean Date

DEFINITIONS OF TYPES OF LEAVES

<http://facultyhandbook.stanford.edu/ch3.html>

Sabbaticals and other types of **leave of absence** are not automatic. They are granted by the school Dean following approval of a leave request by the department Chair(s). In the case of joint/secondary appointments, faculty must take sabbatical leave from all (primary, joint, secondary) departments, schools and designated institutes. Leaves must be approved by all departments, schools and designated institutes.

Sabbatical

A **sabbatical** is a type of leave using sabbatical credits. **Sabbatical credits** are accrued for each “teaching” period. Faculty on a quarterly calendar may accrue sabbatical eligibility during a maximum of 3 quarters in 1 year @ 1 credit per quarter. A fourth quarter of teaching or sponsored research does not add sabbatical eligibility.

Paid Leave Credits

Paid leave credits are provided by the SE3 Dean’s office, Provost’s Office, or other formally agreed upon source. They work in the same way as sabbatical credits and may be combined with sabbatical credits.

Leave without Salary (LWOS)

A **leave without salary** is any period of leave that is completely without salary paid by or through Stanford University or its disability benefits program.

*Questions concerning sabbaticals or leaves should be directed to **Sue Crutcher** or **Kurfay Fajardo** in the Dean’s Office. Thank you.*