



SABBATICAL DATE CHANGE REQUEST

Submit to the department chair and dean for signature approval.

This document with signatures is to be forwarded to the Senate Chair, VPAA, and HR

Name: _____ Department: _____

Email: _____ Ext/Sortcode: _____

Original Leave Period:	Proposed Change:
<input type="radio"/> Fall <input type="radio"/> Spring <input type="radio"/> Year	<input type="radio"/> Fall <input type="radio"/> Spring <input type="radio"/> Year

Reason for Change

 [Faculty Member's Signature] [Date]

Chair Name: _____ Approve Disapprove

 [Chair / Supervisor Signature] [Date]

Dean Name: _____ Approve Disapprove

 [Dean's Signature] [Date]