## **Sabbatical Leave Application Form**

TRUFA members who are eligible for Sabbatical Leave under Article 14.2 of the TRUFA Collective Agreement shall use the following application form and submit to the relevant Chair by October 1 of the academic year preceding the year of leave. Incomplete forms will not be accepted.

Name: Department: Division/Faculty/School:	
Appointment Type (select one):	
Rank (select one):	
Date of Tenure: Date of commencement of ongoing employment at TRU: Date last sabbatical leave began: Date last sabbatical leave ended: Dates of any unpaid leaves or long term disability:	to
Proposed starting date of sabbatical leave (check one):	
July 1 January 1	
Length of Sabbatical (check one):	
6 months 12 months	
Required Attachments to Sabbatical Leave Application Form	n:
A. Sabbatical Leave Plan	
B. Updated Curriculum Vitae	
C. Annual Professional Activity Reports (APAR) from the 3 previous academic years	
D. Copy of previous Sabbatical leave plans and reports	
Applicant's Signature	Date

## **Sabbatical Leave Plan**

Please prepare a separate Word document using the following headings. Use as much space as needed to provide the required details to support your request for a Sabbatical Leave. Provide sufficient information in each of the areas so that the Departmental and University Sabbatical Leave Committees can make informed decisions.

- 1. Describe the scholarly or professional or creative purpose of your proposed sabbatical leave
- 2. Describe the benefits of the proposed sabbatical to you and to the University
- 3. Provide a clear plan of:
  - a. The activities contemplated
  - b. The anticipated scholarly outcomes
  - c. Identify the location of the proposed project or projects
- 4. Provide any other information that you wish to provide to support your sabbatical leave
- 5. Continuation of Service (if required). Article 14.1 of the Collective Agreement states that, during Sabbatical Leaves, Members are "*free from normal on-campus teaching/professional and service obligations*." If you intend to continue with such obligations, please indicate and provide justification in terms of the purpose and objectives of your sabbatical plan.