



Pacific Lutheran University
Sabbatical Leave Request Form
Changes to Final Request for Academic Year 2021-2022
(For changes after October 15, 2020)

If you submitted a Final Request for Sabbatical Leave and need to make changes to your request, please complete this form.

Faculty Information

Name

Department/School

Original Period of Leave Requested

Have you already received notice of final approval from the President and Provost for your original request?

- Yes No

I would like to request (check any that apply):

- Change of period of leave
- Deferral of sabbatical leave
- Change to sabbatical plan, timeline, or budget
- Cancel this leave request

If a new period of leave is requested (complete if you selected change of period of leave or deferral above):

Please select the reason for requested change(s):

- Personal
- Benefit of School/Department
- FMLA or other leave requested
- Change to sabbatical plan, timeline, or budget
- Other

If you selected Benefit of School/Department or Other above, please provide details about the reason for your request.

If you selected FMLA or other leave requested above, have you already submitted your FMLA or leave request?

- Yes No

If you selected Change to sabbatical plan, timeline, or budget above, please detail the requested changes below.

Faculty Signature

Date

Department/Chair Signature

Date

School/Division Dean Signature

Date

Please submit signed copies (electronically OR in hard copy) to the Office of the Provost (provost@plu.edu), your Department Chair and/or Dean

A response to your request, as well as any additional documents/instructions will be sent to you from the Office of the Provost. Please note that you requested change is not final until you receive notice of approval.

For Sabbatical Policies and Procedures, please see the Faculty Handbook, Part X, Section 4A, numbers 1-6. The Faculty Handbook is available at: www.plu.edu/faculty-resources/faculty-handbook/