



Pacific Lutheran University  
Sabbatical Leave Request Form  
Preliminary Request Retraction for Academic Year 2021-2022  
(Due October 15, 2020)

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If you submitted a Preliminary Sabbatical Leave Request and no longer plan to take sabbatical during the requested leave period, please complete this form. If you still plan to request leave during all or part of the same academic year indicated in your preliminary request, but the period or other details have changed, please do not complete this form, just make the appropriate updates when submitting your Final Sabbatical Leave Request Form.

**Faculty Information**

Name

Department/School

**Original Period of Leave Requested**

**Reason for Retraction:**

- Personal
- To Benefit School/Department
- Other

**If the request is made to benefit your School/Department or if you selected Other, please explain below.**

**Do you have future sabbatical leave plans at this time?**

- Yes       No

**If yes, in what year do you intend to take sabbatical leave?**

Please submit signed copies (electronically OR in hard copy) to the Office of the Provost ([provost@plu.edu](mailto:provost@plu.edu)), your Department Chair and/or Dean, and the Rank and Tenure Committee (c/o Provost's Office or ([facgov@plu.edu](mailto:facgov@plu.edu))).

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Signature

Date

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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/](http://www.plu.edu/faculty-resources/faculty-handbook/)

You will receive confirmation of your retraction request via email from the Office of the Provost. If you plan to take sabbatical at a future date, you will need to submit a new [Preliminary Sabbatical Leave Request Form](#) no later than December 15<sup>th</sup> of the second year preceding the school year during which the sabbatical is desired.