Request for Sabbatical or Unpaid Leave of Absence [rev. 7-20-18]

- The application process for central University sabbatical funding occurs once per year, with a deadline in late February.
- While the AFUM bargaining agreement stipulates only a six-month notice, you should work with your faculty to encourage prompt notice of the intent to apply for a leave.
  - There will be no central funding for spring-semester sabbatical requests that miss the February deadline, even if the request meets the AFUM deadline.
- Providing a detailed plan for coverage of the faculty member’s responsibilities is crucial to the support of the leave. Use the Proposed Leave Coverage Plan Form for this purpose. A separate chair’s letter is unnecessary. The form is posted on the CLAS faculty/staff resources website at https://umaine.edu/las/faculty-resources/human-resources/.
- A peer committee recommendation is required for sabbatical requests. It is not required for unpaid leaves or for paid administrative leave awarded at the end of a chair’s term.