Request for Sabbatical or Unpaid Leave of Absence [rev. 7-14-19]

Timelines and Funding

- 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.
- Faculty and salaried staff in the UMPSA unit are eligible to request unpaid leave for educational purposes.

Process and Approvals

- 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. It is your responsibility as chair to complete this form. 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.