



APPLICATION for SABBATICAL LEAVE

NOTE: Faculty members on Paid Professional Leave as outlined by [UW Policy Directory, Executive Order, No. 33](#) (also referred to as Sabbatical Leave) may receive full or partial salary depending on the period of leave. The University of Washington will provide salary as follows: 100% salary for a leave of one quarter, 75% salary for a leave of two quarters, 67% salary for a leave of three quarters (or four quarters for faculty members with a 12-month service period).

In the case of a faculty member with partial tenure, the salary provided by the University is determined by multiplying the rate of tenure by the salary rates indicated above. For example, a faculty member with 50% tenure taking a leave of two quarters would receive 37.5% salary from the University while on Sabbatical Leave. If a faculty member secures outside grant support, which is designated for salary purposes, such funds may be applied to increase the faculty member's remuneration for the period of the leave up to full salary, and thereafter to reduce the University's contribution. The combined remuneration may not exceed the individual's regularly established full salary, except as provided by [UW Policy Directory, Executive Order, No. 33](#).

INSTRUCTIONS: After completing the fillable fields below, please print and sign this document. Submit a signed copy to your department chair/designee along with a leave plan outlining anticipated leave activities, goals, and outcomes. Keep a signed copy of the application for your records. Applicants should contact their unit administrator to determine whether additional procedures/documentation specific to the unit are required.

Last Name		First Name		Middle Initial
Employee ID (not SSN)		UW E-mail		
Faculty Title		Appointment FTE %	Percentage of Tenure	
		%	%	
Department/Program (if applicable)		College/School/Campus		

Leave Period Specific Quarter(s) for upcoming academic year:

(check all applicable boxes and enter the last two digits of the year in the corresponding box(es). Note, Sabbatical Leave requests should span a single academic year. If you wish to request a leave in multiple academic years, please consult with your unit administrator. Requests spanning multiple academic years may result in a delay in approval.)

AU 20 WI 20 SP 20 SU 20

Salary Support while on Paid Professional Leave:

100% 75% 67%

Indicate expected financial support from both internal and external sources

State briefly the specific purpose of the leave, including where the period of leave is to be spent

List previous leaves of any kind

RETURN COMMITMENT AGREEMENT:

I hereby agree to return to and to work for the University of Washington for the commensurate period of one year following completion of the Sabbatical Leave (professional leave with pay) at the same appointment level and rate of effort (FTE) proportionate to my approved leave. I acknowledge that, pursuant to RCW 28B.10.650, my failure to comply with this agreement shall constitute an obligation to repay to the University any and all remuneration received from the University during the period of leave.

Date Faculty Member (print) Signature