



COLLEGE OF ARTS AND SCIENCES

MEMORANDUM

December 3, 2012

TO: Department Heads and Office Managers

FROM: Debbie Burrington, CAS Dean's Office

SUBJECT: Requests for Sabbatical Leave and Leave of Absence for 2013-2014

Requests for sabbatical leave and leave of absence for the 2013-2014 academic year are due in the CAS Dean's Office by Thursday, January 10, 2013. It is understood that not everyone will be able to meet this deadline and we will continue to process leave applications after this date, but appreciate your help in submitting paperwork in a timely manner.

Please check with your faculty to determine who will be applying for leaves. If sabbatical leave plans are not yet firm, a preliminary request should be submitted. Indication of the approximate date the faculty member anticipates their plans to be finalized is appreciated. If leave plans are firm, the Application and Contract for Sabbatical Leave may be submitted at this time. When submitting the Application and Contract for Sabbatical Leave, the form must be two-sided, with the Oregon Administrative Rules printed on the back. Please remember to submit any required supporting documentation.

Leave forms and instructions can be found on the Unclassified Personnel Services website. Forms and instructions for Request for Leave of Absence can be found at <http://ups.uoregon.edu/node/65>. Forms and instructions for sabbatical leave requests can be found at <http://ups.uoregon.edu/node/89>.

Please submit one copy of the appropriate form, along with any required documentation to the College of Arts and Sciences Dean's Office.

If you have any questions or problems obtaining forms, please call me at 6-3284 or e-mail me at dburr@uoregon.edu.