Applications for sabbatical leave are considered by the Academic Dean following the provisions specified in Article 13 of the *2016-2020 Collective Agreement*. Please consult the *Collective Agreement* before submitting your application. **Your completed application dossier must be submitted to your School Chair by October 1, 2020.**

**Name:**

**Rank:**

I am applying for Sabbatical Leave for the period of \_\_\_\_\_ months beginning on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and ending on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

NOTE: Leave may be for either 12 months (Article 13.4) or 6 months (Article 13.5).

Article 13.4: A *Full-Year Sabbatical (12 months)* may run from July 1 to June 30, or from January 1 to December 31. A Member is eligible for a Full-Year Sabbatical with the accumulation of six sabbatical credits; a Full-Year Sabbatical shall consume six sabbatical credits.

Article 13.5: A *Half-Year Sabbatical (6 months)* shall run from July 1 to December 31 or from January 1 to June 30. A Member is eligible for a Half-Year Sabbatical with the accumulation of three sabbatical credits; a Half-Year Sabbatical shall consume three sabbatical credits.

If applying for your ***first*** Sabbatical Leave at Brescia, complete**Section A**; if applying for a ***subsequent*** Leave, complete **Section B**.

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**Section A – First Sabbatical Leave**

1. Years at Brescia University College at the rank of Assistant Professor/and higher:

From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Number of years credited \_\_\_\_\_

2. Years of service at Brescia at the rank of Lecturer since appointment:

From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Number of years credited \_\_\_\_\_

(Maximum 2)

3. Years credited for service at another institution: Number of years credited \_\_\_\_\_

(Maximum 3; only if stated in Letter of Appointment)

4. Was your 2019 Sabbatical Leave request deferred? \_\_\_ Yes (1 credit) \_\_\_ No

5. Total number of years of Sabbatical Leave eligibility: \_\_\_\_\_

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**Section B – Sabbatical Leave**

1. Years of service since last Sabbatical Leave:

From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Number of years credited \_\_\_\_\_

2. Was your 2019 Sabbatical Leave request deferred? \_\_\_ Yes (1 credit) \_\_\_ No

3. Total number of years of Sabbatical Leave eligibility: \_\_\_\_\_

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**Other Leave(s)**

If you have taken other Leave(s) in the past at Brescia (e.g., Academic Leave, Reduced Workload, Personal Leave; see Article 12), please provide details indicating the nature and dates of the Leave(s). Append another sheet if necessary.

Date: Signature of Applicant: