



MSUAASF Sabbatical Leave Application Article 15, Section C, MSUAASF Master Agreement

ASF Employee Information

Name: Department: Date:

Eligibility

Per Article 15, Section C, Subd. 2. In order to be eligible for sabbatical leave, an ASF Member must have completed at least six (6) consecutive years of service of at least half (0.50) time for at least nine (9) months within each appointment year at the university since the ASF Member's initial date of employment or the expiration of such ASF Member's last previous sabbatical leave.

How many years of consecutive service do you have at MSU, Mankato:

Prior Sabbatical Leave(s)

Have you had a prior sabbatical leave or leaves?

Yes No

If yes, enter the begin/end dates and purpose of each leave below:

Begin Date: End Date: Purpose:

Begin Date: End Date: Purpose:

Requested Sabbatical Leave

Per Article 15, Section C, Subd. 3, The ASF Member's application for sabbatical leave shall include a written plan consistent with the purposes outlined in Subd. 1 with the dates of the requested leave. Subd. 1 states that the President may grant a sabbatical leave to any ASF Member who proposes to undertake additional study or other endeavors that will enhance the ASF Member's contribution to the university.

Period for which sabbatical leave is requested:

State the purpose of your sabbatical leave:

Empty box for stating the purpose of the sabbatical leave.

Length of sabbatical requested:

- Four (4) months at full base salary
- Number of months: (up to twelve [12]) at two-thirds [2/3] base salary \_\_\_\_\_
- Twelve (12) months at 90% base salary (second sabbaticals only)

## Provisions

Submission Timeline:

- A Sabbatical Leave Agreement must be submitted to the President's office, with the appropriate Vice President/Provost approval, by March 1st to be considered for a sabbatical at any point during the following academic year.
- Notification of approval or denial for sabbatical will be communicated in writing.

The ASF Member shall agree in writing to return to the university for at least (1) year of service after completion of the sabbatical leave. If a decision is made not to return to the University:

- No salary payments will be disbursed from the date of the notification.
- The salary money received during the sabbatical leave will become due and payable to the State of Minnesota within one year from the date notification is given not to return.

ASF Members on sabbatical leave may accept scholarships, fellowships, grants, or employment during the leave, provided the activity serves the purpose of the sabbatical leave.

A sabbatical leave report must be filed with the applicable Vice President's Office within thirty (30) days following return to campus. This report shall include, but not be restricted to the following items:

- A summary of what you accomplished during the sabbatical leave.
- A description of how the accomplishment related to your written plan.

## Employee Signature

My signature below indicates that I understand the sabbatical leave provisions as outlined above. I agree to the conditions above and will return the signed copy to my division Vice President by March 1st, as appropriate. Failure to sign, date and return this agreement may result in the cancellation of my sabbatical leave.

Signature:

Date:

## Supervisor Review

I certify I have reviewed this request.

Signature:

Date:

Comments/Notes:

## Determination & Signature

Sabbatical Request is:

Approved and the sabbatical is funded at:

Four (4) months at full base salary

Number of months: (up to twelve [12]) at two-thirds [2/3] base salary \_\_\_\_\_

Twelve (12) months at 90% base salary (second sabbaticals only)

Denied for the following:

Vice President Signature:

Date:

\_\_\_\_\_

\_\_\_\_\_

# MSUAASF - Sabbatical Application

Interim Agreement Report

2026-01-22

Created:	2025-06-04
By:	Bryan Johnson (bryan.johnson@mnsu.edu)
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## Agreement History

Agreement history is the list of the events that have impacted the status of the agreement prior to the final signature. A final audit report will be generated when the agreement is complete.

## "MSUAASF - Sabbatical Application" History

 Document created by Bryan Johnson (bryan.johnson@mnsu.edu)

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