

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2810.A
SABBATICAL LEAVE REQUEST**

1. Name: _____
2. Dates of continuous full-time employment as a faculty member:
From: _____ To: _____ Total years _____
3. Dates of last sabbatical leave:
From: _____ To: _____
4. Dates requested for sabbatical leave:
From: _____ To: _____

My signature below indicates that I have read and agree to all conditions, provisions, and requirements of SCP-2810, *Sabbatical Leave For Full-time Faculty*. I agree to file a written report with the Vice President for Academic Affairs of my activities and accomplishments during the sabbatical leave within 30 days of my return to work.

Attachments:

- Proposal
- Current Vitae

Per attached letter, I recommend approval of this leave. Yes No

Per attached letter, I recommend approval of this leave. Yes No

Approved Denied

Faculty Member's Signature	Date
Division Head's Signature	Date
Vice President for Academic Affairs' Signature	Date
President's Signature	Date