

**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~~ *and Instructional Specialists*. I agree to file a written report with the Chief Academic Officer/Provost 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

\_\_\_\_\_  
Academic Dean's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Academic Officer/Provost's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
Date