**CONNECTICUT STATE COLLEGES AND UNIVERSITIES**

**THREE RIVERS COMMUNITY COLLEGE**

**COLLEGE CONGRESS BARGAINING UNIT**

**APPLICATION FOR SABBATICAL LEAVE**

**During AY 2023-2024**

**STOP. PLEASE NOTE THIS NEW STEP BEFORE BEGINNING AN APPLICATION.**

Before you begin your application to apply for sabbatical leave, please contact your HR representative, Jasmine Rosado at JRosado@commnet.edu (860-215-9212) to confirm your eligibility to apply. An email from HR to the President’s Office confirming your eligibility is required before you submit an application.

Sabbatical applications are due in the President’s Office no later than **Tuesday, November 15, 2022** for sabbatical leave during the 2023-2024 academic year. Only those who will have completed six (6) consecutive years of full-time service by the beginning date of a proposed sabbatical leave are eligible to apply.

Name:

Current Rank:

Date of initial employment at TRCC:

Dates of previous leaves or other interruptions in service, if any:

**TYPE OF SABBATICAL LEAVE REQUESTED**

Select one:

[ ]  Half-year/Full salary

 [ ]  Full year/Half salary

 [ ]  Other (specify):

Dates of proposed sabbatical leave: From: to:

Alternative dates (if acceptable): From: to:

**I.** Objective of the leave.

**II.** How will the leave contribute to your professional development?

**III.** How will the leave benefit the College?

**IV.** On a separate page, describe in detail the activities to be undertaken during the sabbatical leave.

**V.** Do you expect to receive any remuneration other than your salary during the period of the leave (e.g., paid employment, retraining professional development). If so, please describe the remuneration below.

 [ ]  No

[ ]  Yes If yes, please describe:

**VI**. In applying for this leave, I understand that if granted a sabbatical, I will return to the College for at least one (1) year of service following the leave. Furthermore, I agree that within sixty (60) days of completion of the sabbatical I will submit a written report of approximately 1,000 words detailing the accomplishments while on leave.

Please type your name below.

Type Your Name Here: Date:

[ ] I understand that by typing my name and checking the box constitutes a legal signature.