



Office of Faculty Affairs

One University Drive, Camarillo, CA 93012

Office (805) 437-8485 Fax (805) 437-8814

TO: Sheila K. Grant, Associate Vice President for Faculty Affairs
SUBJECT: Request for an Extension of Sabbatical Leave DUE TO COVID-19 IMPACT

I hereby request a one-year extension of my Sabbatical scheduled for the 2020-2021 academic year due to the impact of COVID-19. I am aware and acknowledge that the same terms apply as the original Sabbatical commitment. This request will postpone my Sabbatical until the 2021-2022 academic year. I acknowledge that I must consult with my program chair and the dean, and gain their approval on this document. This option to request an extension to a Sabbatical is determined on a case by case basis and is not precedence setting. **Permission to roll Sabbatical forward to next AY does not guarantee funding.** **This accommodation does not extend to those granted a Difference-In-Pay (DIP) Leave for 2020-21**

The request should include an explanation such as:

1. Additional workload due to transition to alternative modes of instruction;
2. Disruption of research, scholarly, and creative activities, including but not limited to lack of access to research lab, research subjects, archival research, materials, and performance spaces or venues;
3. Family care or medical leave related to individual sick leave due to COVID-19

Note: This request must be received by August 10, 2020.

NAME

DATE

EMPLOYEE ID

Semester

DEPARTMENT

DEPARTMENT CHAIR

DATE

DEAN

DATE

To inform Faculty Affairs that you have elected an extension to your Sabbatical for 2020-2021, enter your name, employee ID, the semester in 2021-2022 you are requesting to take your Sabbatical, department, and date; then email the form to your department chair. The department chair reviews and enters their name and date on the form, which acknowledges they are aware of the Sabbatical extension, and then the chair emails the form to the Dean. The Dean reviews and enters their name and date on the form, which acknowledges they are aware of the Sabbatical extension, and then emails the completed form to Faculty Affairs, with subject line SABBATICAL EXTENSION, at academicpersonnel@csuci.edu by August 10, 2020. All emails must be sent from and to a CSUCI email address. Requests from non-CSUCI email addresses will not be accepted.