

**University of California, Materials Science and Engineering**  
**Sabbatical Leave/Special Leave of Absence Request**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Semester(s) sabbatical leave / special leave is being requested for: Fall \_\_\_\_\_ Sp \_\_\_\_\_

Reason for or specific purpose or proposed leave: \_\_\_\_\_

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Location while on proposed leave: \_\_\_\_\_

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Other sources of income while on leave: \_\_\_\_\_

If leave is granted, what arrangements should be made for applicant's classes:

Semester (F/Sp)	Course No.	Course Title	Replacement Instructor (Faculty)	Possible Replacement (temporary appt)

List suggested replacement(s) for any departmental committee(s) you are serving on, or advising duties:

Duty	Suggested Replacement

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Chair's Concurrence

\_\_\_\_\_  
 Date

**DEADLINE:** December 1 of year preceding the academic year in which leave is proposed, please return to Wanda by the deadline.