

I. PROCEDURE

A. REQUEST FOR SABBATICAL LEAVE

Responsibility	Action
Faculty Member	1. Submit request using form at http://www.hr.umich.edu/hrris/forms/departments.html to the appropriate dean (where relevant, through the chair) not later than February 1, preceding the appointment year within which the leave is desired (see II-D).
Chairman and Dean	2. Review request to determine eligibility and appropriateness. 3. If approved, forward request to HR Records & Information Services (HRRIS) by March 1, preceding appointment year within which the leave is desired.
HR Records & Information Services	4. Review request and forward letter of approval to Office of the Executive Vice-President for Academic Affairs for signature.
Office of the Executive Vice-President for Academic Affairs	5. Approve request, sign, and return letter to faculty member for HRRIS.
HR Records & Information Services	6. Forward letter of approval to faculty member with copies to appropriate units.
Chairman and Dean	7. Prepare Faculty Leave of Absence PAR thirty days prior to effective date of sabbatical leave.

Responsibility	Action
SSC Data Management	8. After all unit approvals PAR will create a Team Dynamics ticket which will direct SSC to PAR for manual addition of leave information to MPathways and final approval.
Faculty Member	9. Prior to effective date of sabbatical leave, notify Payroll Department regarding retirement contributions (See II-H).

B. RETURN FROM SABBATICAL LEAVE

Responsibility	Action
Faculty Member	1. Submit to the chair or dean a full report of the results of the leave within 90 days following return from leave.
Chairman	2. Acknowledge receipt of the report and send copies of acknowledgment to the Dean and to the Shared Services Center.
Shared Services Center	2. Maintain letter of acknowledgment of receipt of sabbatical report in staff member's personnel file.