

NOTICE OF APPLICATION

TO: Linda Moore, Office of Human Resources

SUBJECT: **SABBATICAL OR FACULTY IMPROVEMENT LEAVE**

Under the provisions of Article 6 of the YSU-YSU/OEA *Agreement*, I have applied for the following type of leave to occur during Academic Year _____

Faculty Improvement Leave
(1 Term)

Sabbatical
(1 Contract Year)

Name

Department

Date

1. Please return this "Notice of Application" to Linda Moore/Human Resources by MARCH 1.*
2. Please complete and submit the *Application for Sabbatical or Faculty Improvement Leave* to your department chairperson no later than MARCH 1.*

*If March 1 falls on a Saturday or a Sunday, the deadline will be the next working day on which the University is open.

For Human Resources' use only:

Date received by Human Resources:

Control No.