

IMPORTANT! PLEASE NOTE!

If your sabbatical leave plans change in any substantial way from those detailed in your original request, you must promptly prepare and submit a revised leave request. This new request must also be approved by your Department Chairman and Dean before the revised conditions of sabbatical leave will be accepted. Examples of significant changes include, but are not limited to, supplemental income; the program of development or research to be undertaken; and the location(s) at which the sabbatical leave will be spent. Since sabbatical leaves are being more closely monitored by the Division of Budget in Albany and subject to more frequent audit, this policy will be strictly enforced at the institutional level.

SUNY Board of Trustees' Policies prohibit accrual and use of vacation or sick leave credits during sabbatical leave.

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