

**APPENDIX A: SABBATICAL PLAN/ PROPOSAL**

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

Period and dates of previous sabbatical (if applicable): \_\_\_\_\_

Preference for sabbatical leave dates:

Start \_\_\_\_\_

End \_\_\_\_\_

Sabbatical purpose and plan (include here what goals/ outcomes you are hoping for)

What is the plan for who will cover your role while on sabbatical (staff/ volunteers)? (Are there any specifics to discuss here?)

Any other concerns/ issues/ things you would like to discuss:

I, \_\_\_\_\_ (name), understand that if my application for a sabbatical is accepted, I am committing to one year of employment following the completion of the sabbatical, and understand I will need to reimburse the costs of salary and benefits if I depart of my own volition before the year is up.

\_\_\_\_\_  
(Signature)