

SABBATICAL AND EXTENDED RESEARCH LEAVE REQUEST FORM

This form is for Sabbatical Leave as well as Extended Research Leave of two (2) months or more.

Employee: _____

Position/Title: _____

Supervisor: _____

Division Head: _____

Enter Leave Category: _____	Dates, from: _____ to _____
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If Sabbatical Leave, please select one:

I wish to use sabbatical leave to cover full salary for six months or fewer

I wish to use sabbatical leave to cover one-half salary for one year.

Sabbatical Leave is available for AURA research staff. Leave is granted by the Head of the affected functional division or office and the Head of the Science Mission Office and must be approved by the Director. Granting of sabbatical/extended research leave may be limited by functional work requirements and/or financial limitations of the Institute. **Requests for Sabbatical Leave must be made no less than six (6) months prior to the commencement of the leave.**

Sabbatical leave may be for twelve (12) months at one-half salary, or one-half year or less at full salary. Sabbatical may be combined with a foundation or other grant made either to you or AURA on your behalf.

You are expected to return and serve for a period equal to the time away, but in no case less than six months. In the event you fail to return, you will be terminated. AURA/STScI reserves the right to recover all sabbatical pay and insurance premiums paid on your behalf in the event you fail to return.

Extended Research Leave is granted to AURA tenured, tenure track and scientist track astronomers and to other equivalent research staff scientists (e.g., ESA) to permit more effective use of research time by limiting functional responsibilities and/or to enable them to utilize special research capabilities not available at the Institute. **Requests for Extended Research Leave must be made no less than six (6) weeks prior to the commencement of the leave.**

Sabbatical Leave Procedure

1. Complete a Sabbatical/Extended Research Leave Request form.
2. Include a detailed justification and research plan. If the sabbatical leave requires travel support, the attached plan should justify all trips and provide estimated costs.
3. Submit form, justification and research plan to supervisor, functional Division Head and Science Mission Office Head at least six (6) months prior to the requested leave date.
4. Obtain approvals and forward original to HR.
5. During the sabbatical period your time is charged to science.
 - a. Submit completed time cards to the Science Mission Office.
 - b. Coordinate travel requests, arrangements, and reimbursement through the Science Mission Office.
 - c. Upon return, submit a report to the Science Mission Office summarizing accomplishments and noting any significant deviations with the approved leave request and research plan.

Extended Research Leave Procedure

1. Complete a Sabbatical/Extended Research Leave Request form.
2. Include a justification for leave of two (2) months or more.
3. Submit form to functional manager and the Head of the Science Mission Office for review and approval.
4. Forward original to HR.
5. During the extended research leave period your time is charged to science.
 - a. Submit completed time cards to the Science Mission Office.
 - b. Coordinate travel requests, arrangements, and reimbursement through the Science Mission Office.

By signing below, I acknowledge that I have read, understood and agree to the terms and conditions of the Sabbatical and Extended Research Leave Program. If leave is sabbatical and I fail to return, I acknowledge and agree that monies due AURA/STScI for sabbatical pay and insurance premiums paid may be deducted from any final pay due me. The full Sabbatical Leave and Extended Research Leave policies are available at http://www.stsci.edu/institute/org/do/STScI_Policies/Section_III/III_F/SabbaticalLeave.pdf and http://www.stsci.edu/institute/org/do/STScI_Policies/Section_III/III_G/III_G, respectively.

Signature: _____

Date: _____

Manager/Supervisor: _____

Date: _____

Division Head: _____

Date: _____

Head of Science Mission Office: _____

Date: _____

Human Resources Dept: _____

Date: _____

Director (Sabbatical Only): _____

Date: _____