

Sabbatical Application 2025/2026

To continue, you must log in.

Log In

Guidelines for Sabbatical Leaves of Absence may be found at this link

For questions concerning departmental practices for sabbatical leaves or sabbatical application content, contact your unit executive officer (UEO), likely your department head or chair, or contact the dean's office. For information about the sabbatical approval process and guidelines for sabbatical leaves, see [Guidelines for Sabbatical Leaves of Absence](#)

For general questions about the sabbatical process and completing the application, contact:

For UI-Urbana-Champaign: sabbaticals@illinois.edu, 217/333-6677

For UI-Chicago: facultyaffairs@uic.edu, 312/996-9321

For UI-Springfield: ahr@uis.edu, 217/206-6616

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SABBATICAL APPLICATION 2025/2026

Version v1.45.0.3

Revised 08-09-2024

Log In

Select Your University Location

Please choose how you would like to log into the FormBuilder application:

		
I am from University of Illinois Chicago	I am from University of Illinois Springfield	I am from University of Illinois Urbana-Champaign

For questions concerning departmental practices for sabbatical leaves or sabbatical application content, contact your unit executive officer (UEO), likely your department head or chair, or contact the dean's office. For information about the sabbatical approval process and guidelines for sabbatical leaves, see [Guidelines for Sabbatical Leaves of Absence](#)

For general questions about the sabbatical process and completing the application, contact:

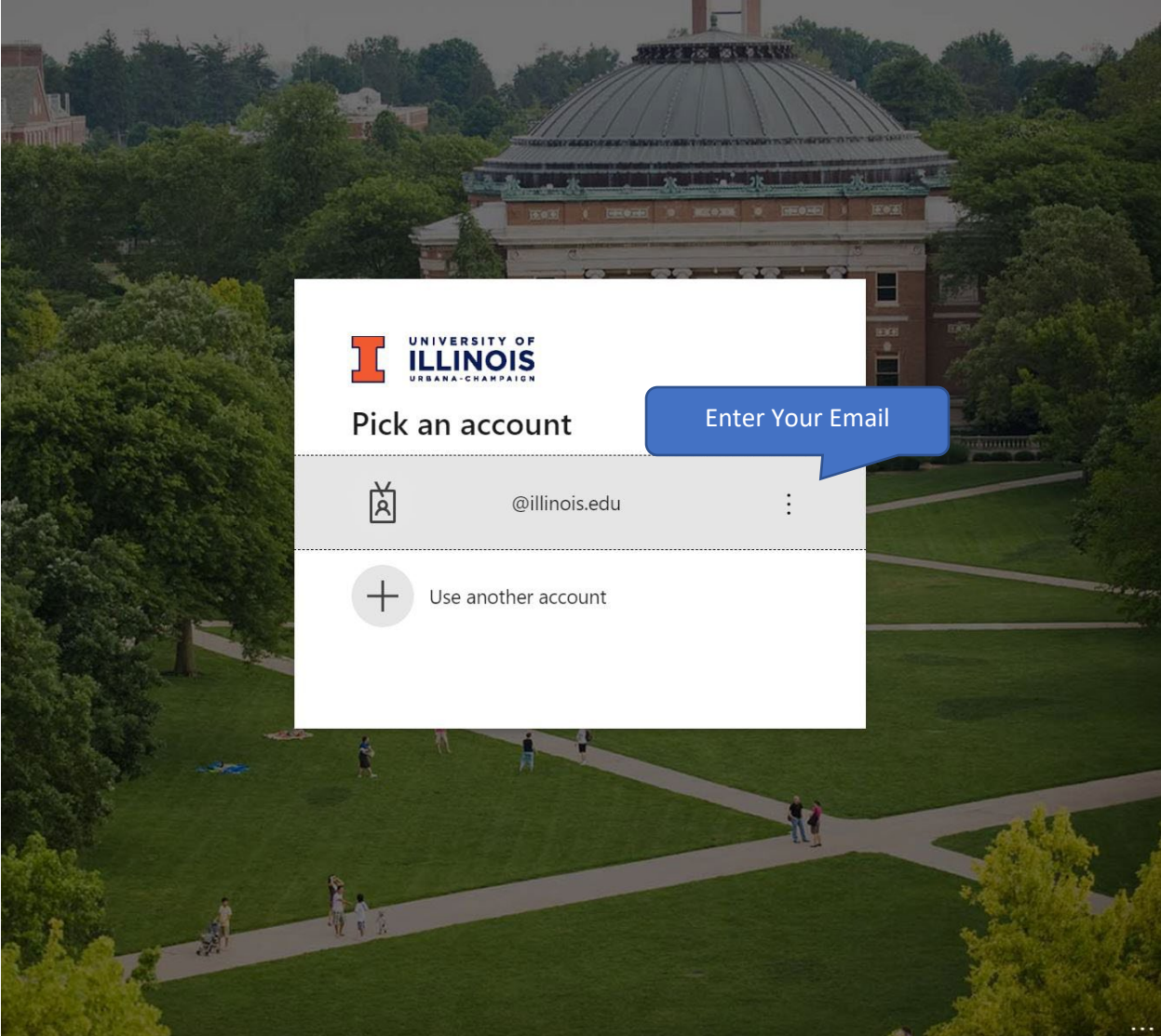
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SABBATICAL APPLICATION 2025/2026

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Pick an account

Enter Your Email



@illinois.edu



Use another account



@illinois.edu

Enter password

Password

[Forgot my password](#)

Sign in

Troubles logging in?

[Contact Technology Services Help Desk](#)

Check the [FAE Accessibility Score](#)

Read the [University of Illinois Web Privacy Notice](#)

Sabbatical Application 2025/2026

Welcome to the Online Application for Sabbatical Leaves of Absence

Your Name Here!

Sabbatical Leaves of Absence References:

Do you qualify for Sabbatical Leave? If you are unsure of your eligibility, please review the [Guidelines for Sabbatical Leaves of Absence](#) or contact your unit.

[University Statutes](#)

[Sabbatical Application Help Document](#)

Application Instructions and Navigation:

1. Once you complete the application and sign off on page 10, you will be prompted to enter the Net ID of your Unit Executive Officer (UEO) for routing to the first level of approval. DO NOT enter your net ID as UEO. A faculty member may not approve his/her sabbatical application.
2. It is NOT required that you complete the entire application in one session. If you choose to stop before completing your application, return to this application site.
3. On pages 1-9, navigate to the next page by selecting "Continue", which moves to the next page of the application and saves the data on that page. A partially completed page will NOT be saved if you choose to log out or exit the application.
4. On page 10, you will be prompted to sign off on your application, and select "Submit" to navigate to the page to enter your UEO information.
5. Once UEO information has been entered, the form is routed for approval. You can track which level of approval your application is in at any given time by looking under "Your Forms".
6. "Previous" button will navigate to the previous page. If you ever get stuck on a given page, you can use this button to clear out the data on a given page, and then select "Continue" to start over on that page.
7. See for assistance: [Sabbatical Application Help Document](#)

For questions about the sabbatical process and completing the application, contact:

For UI-Urbana-Champaign: sabbaticals@illinois.edu, 217/333-6677

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For UI-Springfield: ahr@uis.edu, 217/206-6616

[Submit](#)

Refer to the Guidelines and the contact info at bottom of page.

Important Links:

[Guidelines for Sabbatical Leaves of Absence](#)

[University Statutes](#)

[Sabbatical Application Help Document](#)

Sabbatical Application 2025/2026

Application for Sabbatical Leaves of Absence

Period: Sabbatical Application 2025/2026
Name: _____
UIN: _____
University: Urbana
Employee Status: Active
Employee Home COA: _____
Employee Home Org: _____

Sabbatical Requester Information

University within UI System*
 University of Illinois Chicago
 University of Illinois Springfield
 University of Illinois Urbana-Champaign

Rank*
 Professor
 Associate Professor
 Assistant Professor

UIUC College*
 CARLE ILLINOIS COLLEGE OF MEDICINE
 COLLEGE OF AGRICULTURAL, CONSUMER AND ENVIRONMENTAL SCIENCES
 COLLEGE OF APPLIED HEALTH SCIENCES
 COLLEGE OF BUSINESS
 COLLEGE OF EDUCATION
 COLLEGE OF ENGINEERING
 COLLEGE OF FINE AND APPLIED ARTS
 SCHOOL OF INFORMATION SCIENCES
 SCHOOL OF LABOR AND EMPLOYMENT RELATIONS
 COLLEGE OF LAW
 COLLEGE OF LIBERAL ARTS AND SCIENCES
 COLLEGE OF MEDIA
 SCHOOL OF SOCIAL WORK
 COLLEGE OF VETERINARY MEDICINE
 UNIVERSITY LIBRARY

UIUC Unit/Dept*

* Denotes a required field. Page cannot be saved until required fields are complete.

Approval of your tenure/rank promotion by the Board of Trustees (usually July) must occur before a sabbatical leave can be finalized. However, you should submit the application during the usual fall cycle.

Sabbatical Application 2025/2026

Requester Eligibility

See the [University Statutes](#) Article IX, Section 7a.

Month/Year of Hire Date to the UI Tenure System Faculty*

08/2026

Date and Duration of Most Recent UI Sabbatical Taken (Indicate "none", if you have not previously taken a sabbatical leave)*

Date and Duration of All Leaves Without Pay (Indicate "none", if you have not previously taken a leave without pay)*

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Format: month/year as numbers

Sabbatical Application 2025/2026

Proposed Period of Leave and Salary

The submission period for 2025-2026 sabbatical leave applications is now open.

The available options for 9-month employees are:

1. Academic Year 2025-26,
2. First semester 2025 (Fall),
3. Second semester 2026 (Spring), or
4. Second semester 2026 (Spring)/First semester 2026 (Fall).

12-month employees should specify a period between August 16, 2025 and August 15, 2026 based on the leave period selected below.

Appointment type*

- 9-month
 12-month

Service for 9-month employees is from August-May (summer employment optional). Service for 12-month employees is year round (with allowable vacation).

Proposed Period of Leave and Salary*

- 1/4 year, full pay
 1/2 year
 2/3rds year, full pay
 3/4 year, full pay
 Full year

Salary*

- two-thirds pay
 one-half pay

Start Date*

End Date*

Are you requesting an alternate period of leave?*

- No
 Yes

Example: if the semester in which the sabbatical is taken is dependent upon when funding or opportunity is available, spring may be chosen as an alternate to fall, or fall only chosen as an alternative to the academic year.

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If yes, then additional information is required

Sabbatical Application 2025/2026

Concise Statement of Plans

Provide a summary of not more than 40 words in lay language describing the practical implications and value of your proposed work. This information is used to prepare a document for the Board of Trustees consideration for approval of the proposed sabbatical, thus it becomes public information. This information should be understandable to a reader outside your discipline (in lay terms). Please avoid over simplified statements like "to write a book." Format statement similar to: To research XXX, which impacts XXX; and to complete XXX publications/works.

Requester Concise Statement of Plans/Purpose of Leave*

40 WORD SUMMARY IN LAY LANGUAGE

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Continue →

Please use lay language, no more than 40 words and use format statement, similar to: To research XXX, which impacts XXX; and to complete XXX publications/works.

Sabbatical Application 2025/2026

Please – no more than 1,000 words TOTAL in this section.

Full Statement of Plans

Brief Title*

TITLE OF SABBATICAL PLAN GOES HERE

The Full Statement of Plans is limited to 1000 words total. Refer to the Sabbatical Leave Guidelines for further details and examples. (Please do not include a curriculum vita, research summary, list of publications, or similar career documentation.)

Description of Proposed Research or Creative Work (How will the purpose of the leave be accomplished?)*

ABOUT 250 WORDS OF DESCRIPTION

Justification for Sabbatical Location (Why was this location chosen? Include the specific institution or place where work will be undertaken.)*

ABOUT 250 WORDS OF JUSTIFICATION FOR LOCATION

Explanation of Significance as a Scholarly or Creative Work (Identify the potential significance or usefulness as a scholarly or creative activity or for the development of instructional material or to increase competence in an area appropriate to the applicant's University duties.)*

ABOUT 250 WORDS OF EXPLANATION

Contributions (How will the sabbatical contribute to meeting the goals of the faculty member's unit and the University as well as furtherance of knowledge in the applicant's field? If appropriate, how will the needs of the State of Illinois or the nation be better served?)*

ABOUT 250 WORDS OF CONTRIBUTIONS

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Sabbatical Application 2025/2026

REMINDER: YOU must notify IACUC, IRB, IBC or RSS as applicable.

Research Information

Note: If your sabbatical leave is approved, you are required to notify IACUC, IRB, IBC or RSS (as appropriate) and make arrangements for the continued oversight and management of your research for the duration of your sabbatical.

Mark all that apply to your regular, non-sabbatical research work on campus (check at least one):*

- Institutional Animal Care and Use Committee (IACUC) protocol
- Institutional Review Board (IRB) protocol
- Institutional Biosafety Committee (IBC) protocol
- Radiation Permit
- None apply

Mark all that apply to where you will be conducting your research during your sabbatical period (check at least one):*

- Commercial Entity
- U.S. National Laboratory/Museum/Archives
- Non-Profit Educational or Research Institution (includes remaining at University of Illinois)
- For-Profit Educational or Research Institution
- Other

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Running a grant?
Check-in with your Business Officer.

Sabbatical Application 2025/2026

Financial Support and Reimbursements During Leave Period

SUPPLEMENTAL SALARY THROUGH UNIVERSITY: If you are requesting a partial paid sabbatical leave, will funds from a source other than state funded sabbatical salary be used during the sabbatical leave for salary purposes (i.e., gift funds, ICR, grant/contract) as administered by the University?*

Yes
 No or N/A

For a sabbatical leave at less than full pay, faculty may supplement their sabbatical pay up to full pay (e.g., if 2/3rd's pay, up to an additional 1/3rd may be added) with salary funds administered through the University. If these supplemental funds are from a sponsored project, the approval obtained from the contracting agency must accompany this form. If the status of the funding is "pending," a final approval from the agency must be routed (see p. 4) and received by the campus prior to receipt of any supplemental pay.

Amount (e.g., "1/3 salary;" "\$10,000"):*

Source of funds:*

ICR
 Gift
 Grant or Contract

Have you received approval for these supplemental funds?*

Yes
 Pending, application submitted

Attach Approval* No file chosen

Are there other sources of supplemental funding during the sabbatical (e.g., scholarship or fellowship stipend)?*

Yes
 No or N/A

Supplemental sabbatical funding from a scholarship or fellowship carrying a stipend may be received independently or in addition to supplemental sabbatical salary.

Amount of Sabbatical Funding Not Administered by the University*

Source of Sabbatical Funding Not Administered by the University*

Explanation of Sabbatical Funding Not Administered by the University*

Supplemental funds require approval.
You MUST submit your department's approval in order for your application to be processed. If you do not yet have your approval document, select "pending". The document needs to be submitted prior to leave.

Sabbatical Application 2025/2026

Location and Expenses During Leave Period

Enter the number of locations you may visit or reside in during the proposed period of sabbatical leave (you must enter at least one location even if it is the home location).*

1

Duration	City	State/Province	Country (if outside US)
<input type="radio"/> less than 8 weeks <input type="radio"/> 8 weeks or more	<input type="text"/>	<input type="text"/>	<input type="text"/>

Number format (not words)

Any expenses, including Pcard and/or Tcard, incurred while on sabbatical (such as travel, per diem, lodging, or other miscellaneous), whether reimbursed to you or paid through another mechanism requiring an expense report to be submitted, must follow requirements under the University business regulations on expenditures. When submitting expense report(s) from your sabbatical, a copy of the Board of Trustees sabbatical approval email must be attached with each request. Additional detail can be found within the Sabbatical Help Document on page 13.

Will there be expenses related to the sabbatical leave requiring an expense report to be submitted upon return from the leave? *

- No
 Yes

A good faith estimate of sabbatical expenses must be attached below. Please include in your estimate the fund source(s) (ICR, state, grant/contract, gift, external source with name of funder), amount, and category (travel, per diem, lodging, etc.) of your estimated expenses. Any modifications to this estimate will not require resubmission through this sabbatical application and will need to be managed through your department and/or college for review and approval. Additional information can be found within the Sabbatical Help Document on page 13.

Sabbatical Expense Estimate* No file chosen

Expecting reimbursements?
Review this completed page with your unit's Business Officer (print or save to PDF).

Whether reimbursement to you or paid through another mechanism requiring an expense report to be submitted, you must follow requirements under the university business regulations on expenditures. Types of expenses may be travel, per diem, lodging, differential expenses (cost of living, etc) and others. Include in your estimate the fund source (ICR, state, grant/contract, gift, etc.), amount, and category (travel, per diem, lodging, etc.) of your estimated expenses.

Any questions regarding these regulations should be directed to either your unit business manager or University Payables,

<https://www.busfin.uillinois.edu/cms/One.aspx?portalId=1993898&pageId=2128002>

Sabbatical Application 2025/2026

Application for Sabbatical Leaves of Absence

Period: Sabbatical Application

Name:

UIN:

Campus: U:

Employee Status: A: Active

Employee Home COA:

Employee Home Org:

Rank:

Department:

School:

College:

Date of Appt to UI Faculty:

Previous UI Sabbatical:

Previous Leave w/o Pay:

Proposed Period of Leave/Salary 9 Month:

Proposed Period of Leave/Salary 12 Month:

Start Date:

End Date:

Alt Proposed Period of Leave/Salary 9 Month:

Alt Proposed Period of Leave/Salary 12 Month:

Alt Start Date:

Alt End Date:

Concise Statement:

Full Statement Title:

Description of Work/Research:

Location Justification:

Explanation of Significance:

Contributions:

Non-Sabbatical Compliance:

Sabbatical Compliance:

Supplemental Salary:

Supplemental Salary Amount:\$ 10,000

Supplemental Salary Source: ICR

Supplemental Salary Approval: Pending, application submitted

Supplemental Salary Attachment: [If answer above is Yes, Go To Attachment](#)

NonUI Supplemental Funds (e.g. scholarship/fellowship): Yes

NonUI Supplemental Funds (e.g. scholarship/fellowship) Amount:\$

NonUI Supplemental Funds (e.g. scholarship/fellowship) Source:

NonUI Supplemental Funds (e.g. scholarship/fellowship) Explanation:

Sabbatical Location

Duration	City	State/Province	Country (if outside US)
less than 8 weeks			

Reimbursement of Expenses: No

Estimated Expenses: [If answer above is Yes, Go To Attachment](#)

Check this box and "Save" when you are ready to submit your application.*
Use the "Previous" button to go back and edit your content.

[← Previous](#)

[Submit](#)

Any modifications to this estimate will not require resubmission through this sabbatical application and will need to be managed through your department and/or college for review and approval.

Sabbatical Application 2025/2026

UIUC Unit Executive Officer (UEO) Net ID

(DO NOT ENTER YOUR OWN NETID HERE) Enter UIUC UEO Net ID*

NOT SABBATICAL REQUESTER / SUBMITTER ID

This is the Net ID of the UEO that your application will be routed to for approval, such as department head or department chair.

Requester Acknowledgement

PLEASE NOTE:

Payment for administrative appointments, held by faculty who request a sabbatical leave, will end on the day before the leave begins.

Full disclosure of any outside paid activity during a sabbatical leave is required. This includes consulting activities. Faculty who receive salary from a federal grant during a sabbatical leave must meet the commitment of effort to the grant during the sabbatical period and any outside consulting should be arranged so as not to conflict with the federal effort commitment. Remember to update your annual Report of Non-University Activity forms per university procedures.

Faculty must remain in full-time service to the university for at least one year following return from a sabbatical leave. If this obligation is not fulfilled, the faculty member or his/her new employer must remit to the university an amount equal to the gross salary earned, accounting for service basis, while on sabbatical leave.

Upon completion of the sabbatical leave, faculty must submit a report on their sabbatical activities; please refer to university guidelines for details of this requirement.

I have read and understand the policy on sabbatical leaves of absence. I agree to adhere to the policy as it is written. I certify that if I have requested financial support and/or provided a good faith estimate of expenses that they are related to my sabbatical leave. I understand if this changes, I must work directly with my department and/or college for review and approval of those changes. Additionally, if this sabbatical plan changes in any way, I will notify my unit immediately and may be required to submit a revised application.

Requester Acknowledgement (Check when Sabbatical Information is Complete)*

Submit

Sabbatical Application 2025/2026

Sabbatical Application Submitted

Thank you for submitting your Sabbatical Application. The form has been forwarded for review.

Thank you.

Application for Sabbatical Leaves of Absence

Period: Sabbatical Application

Name:

UIN:

Campus: U:

Employee Status: A: Active

Employee Home COA:

Employee Home Org:

Rank: Professor

Department:

School:

College:

Date of Appt to UI Faculty:

Previous UI Sabbatical:

Previous Leave w/o Pay:

Proposed Period of Leave/Salary 9 Month:

Proposed Period of Leave/Salary 12 Month: Full year two-thirds pay

Start Date: 2024-08-08

End Date: 2025-07-18

Alt Proposed Period of Leave/Salary 9 Month:

Alt Proposed Period of Leave/Salary 12 Month:

Alt Start Date:

Alt End Date:

Concise Statement: Test

Full Statement Title: Test

Description of Work/Research: Test

Location Justification: Test

Explanation of Significance: Test

Contributions: Test

Non-Sabbatical Compliance: None apply

Sabbatical Compliance: Commercial Entity

Supplemental Salary: Yes

Supplemental Salary Amount:\$ 10,000

Supplemental Salary Source: ICR

Supplemental Salary Approval: Pending, application submitted

Supplemental Salary Attachment: [If answer above is Yes, Go To Attachment](#)

NonUI Supplemental Funds (e.g. scholarship/fellowship): Yes

NonUI Supplemental Funds (e.g. scholarship/fellowship) Amount:\$ Test

NonUI Supplemental Funds (e.g. scholarship/fellowship) Source: Test

NonUI Supplemental Funds (e.g. scholarship/fellowship) Explanation: Test

Sabbatical Location

Duration	City	State/Province	Country (if outside US)
less than 8 weeks			

Reimbursement of Expenses: No

Estimated Expenses: [If answer above is Yes, Go To Attachment](#)

Congratulations your sabbatical application has been submitted for review.