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

- [ ] I am from University of Illinois at Chicago
- [ ] I am from University of Illinois at Springfield
- [x] I am from University of Illinois at Urbana-Champaign

Select your campus location.
You must log in to **Form Builder - Production** to continue.

Enter your **NetID:**

| Enter your netid and password |

Enter your **password:**

| Login |

☐ Clear previous selection for automatically sharing my information with this service

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**Forgot your password?**

To change or reset your password, go to the [Password Manager](https://www.illinois.edu/_password-manager).

**Need to select a different campus?**

[Clear your remembered campus](https://www.illinois.edu/clear-remembered-campus) and log in again.

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**Technical Information**

*Service that has requested authentication:

  - **Service Provider EntityID:**
    - https://appserv7.admin.illinois.edu/shibboleth

  - **Service Provider Name:**
    - Form Builder - Production

  - **IDP node:**
    - shib1

This login service uses the following server:

  - shibboleth.illinois.edu

This page's URL should start with `https://` followed by the server listed above.

For most web browsers, the security padlock icon for this page should be closed/locked.

To maximize security, quit your browser when done using this application.
Welcome to the Online Application for Sabbatical Leaves of Absence

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.
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. For further information reference the help document above.
3. On pages 1-9, navigate to the next page by selecting "Next", 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 "Save" 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 "Next" 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: thr-sabbaticals@illinois.edu, 217/333-7466
For UI-Chicago: facultyaffairs@uic.edu, 312/413-3470
For UI-Springfield: ahr@uis.edu, 217/206-6616

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: thr-sabbaticals@illinois.edu, 217/333-7466
For UI-Chicago: facultyaffairs@uic.edu, 312/413-3470
For UI-Springfield: ahr@uis.edu, 217/206-6616
* 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.

### Application for Sabbatical Leaves of Absence

**Period:** Sabbatical Application

**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:** USING AS EXAMPLE
Requester Eligibility

See the University Statutes Article IX, Section 7a.

Month/Year of Appointment to UI Tenure System Faculty*: 08/2012

Date and Duration of Most Recent UI Sabbatical Taken (Indicate “none”, if you have not previously taken a sabbatical leave):  
None

Date and Duration of All Leaves Without Pay (Indicate “none”, if you have not previously taken a leave without pay): 
None

Format: month/year as numbers or letters.
Proposed Period of Leave and Salary

The submission period for 2020-2021 sabbatical leave applications is now open.

The available options for 9-month employees are:

1. Academic Year 2020-2021,
2. First semester 2020 (Fall),
3. Second semester 2021 (Spring), or
4. Second semester 2021 (Spring)/First semester 2021 (Fall)

12-month employees should specify a period between August 16, 2020 and August 15, 2021 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*

- Academic Year
- First semester (Fall)
- Second semester (Spring)
- Second semester (Spring) and first semester (Fall)

Salary*

- two-thirds pay
- one-half pay

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.

Proposed Alternate Period of Leave*

- Academic Year
- First semester (Fall)
- Second semester (Spring)
- Second semester (Spring) and first semester (Fall)

Salary*

- full pay
- two-thirds pay
- one-half pay
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*

Please use lay language, no more than 40 words and use format statement as a guide.
Full Statement of Plans

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

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

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Running a grant? 
Check-in with your Business Officer.
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.
Expecting reimbursements? Review this completed page with your unit’s Business Officer (print or save to PDF).
Your brief description could greatly aid the approvers.

List the name of the funder if external funding will be used.
If your plans change or your estimates are off (or don’t comply with travel regulations) you must re-submit for approval.
Application for Sabbatical Leaves of Absence

**Period:** Sabbatical Application  
**Name:** [Enter Name]  
**UI:R:** [Enter UI Number]  
**Campus:** U. Urbana  
**Employee Status:** Active  
**Employee Home Org:** 700000, Bres VP & VP Academic Affairs  
**Rank:** Professor  
**Department:** [Enter Department]  
**School:** [Enter School]  
**College:** [Enter College]  

**Date of Application:** 8/8/2012  
**Previous UI Sabbatical Leave:** None  
**Previous Leave with Pay:** None  

**Proposed Period of Leave/Salary 9 Month:** Second semester (Spring) and first semester (Fall) two-thirds pay  
**Proposed Period of Leave/Salary 12 Month:**  
**Start Date:**  
**End Date:**  
**All Proposed Period of Leave/Salary 9 Month:** Second semester (Spring) full pay  
**All Proposed Period of Leave/Salary 12 Month:**  
**All Start Date:**  
**All End Date:**  

**Concise Statement:** 40 WORD SUMMARY IN LAY LANGUAGE

**Full Statement Title:** TITLE OF SABBATICAL PLAN GOES HERE  
**Description of Work/Research:** ABOUT 250 WORDS OF DESCRIPTION  
**Justification:** ABOUT 250 WORDS OF JUSTIFICATION FOR LOCATION  
**Explanation of Significance:** ABOUT 250 WORDS OF EXPLANATION  
**Contributions:** ABOUT 250 WORDS OF CONTRIBUTIONS  

**Non-Sabbatical Compliance:** Institutional Biosafety Committee (ISC) protocol, Institutional Animal Care and Use Committee (IACUC) protocol  
**Supplemental Salary:**  
**Supplemental Salary Amounts:** 10,000  
**Supplemental Salary Source:** [Enter Source]  
**Supplemental Salary Approval:** Pending, application submitted  
**Supplemental Salary Attachments:** [Attachments]  

**No/UI Supplemental Salary:** Yes  
**No/UI Supplemental Salary Amounts:** $[Amount]  
**No/UI Supplemental Salary Source:** [Enter Source]  
**No/UI Supplemental Salary Approval:** [Date]  
**No/UI Supplemental Salary Explanation:** [Explanation]  

**Sabbatical Location:**  
**Duration:** 8 weeks or more, less than 8 weeks  
**City:** [City], [State/Province], [Country]  

**Reimbursement of Expenses:** Yes  
**Estimated Initial Travel Expenses:**  
**Estimated Transportation Cost Amounts:** $5000  
**Transportation Source of Funds:** [Enter Source]  
**Transportation Reimburse Authority:** [Authority]  

**Estimated Differential Expenses:**  
**Estimated Differential Expense Amounts:** $5000  
**Differential Expense Source of Funds:** [Gift]  
**Differential Expense Reimbursement Authority:** [Authority]  
**Differential Expense Details:** [Details]  

**Estimated Other Travel Expenses:**  
**Estimated Other Transportation Cost Amounts:** $5000  
**Other Transportation Source of Funds:** [Gift]  
**Other Transportation Reimbursement Authority:** [Authority]  

**Estimated Other Travel Lodging Amounts:** $5000  
**Other Travel Lodging Source of Funds:** [Gift]  
**Other Travel Reimbursement Authority:** [Authority]  

**Estimated Other Per Diem Lodging Amounts:** $5000  
**Other Per Diem Source of Funds:** [Gift]  
**Other Per Diem Reimbursement Authority:** [Authority]  

**Details of Other Reimbursements:** [Details]  
**Reimbursement Signature:** [Signature]  
**Date:** 08-16-01 30:03 PM  

*Check this box and Hit “Save” when you are ready to submit your application.*

Use the "Previous" button to go back and edit your content.
Enter the netid of your UEO, usually a department head. If the UEO’s assistant will make a first-level review enter his/her netid, too.