

## Faculty guide to submit a sabbatical request form

*NOTE: If a department admin is filling this out on behalf of a faculty member, please use an Incognito browser window if possible*

1. Visit the appropriate form page
  - a. Sabbaticals: <https://arsl.at/EmL18apB>
  - b. Leaves of Absence: <https://arsl.at/qGoVD6kl>
2. Press “I consent” on the Terms & Conditions page

Welcome! There are 15 required and 14 optional fields in this document.  
Click Start to begin filling out the document.

Welcome

You've been invited to fill out and/or sign documents.  
Before proceeding, please read the disclosure below.

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Sabbatical Start Date:  Sabbatical End Date:

Estimated time required to complete project:

Form of finished project:

Please give a short description of your sabbatical project (additional space on page 3):

3. Fill out the form. **When entering your N Number, please follow this exact format: N##### (capital N with 8 digits immediately following, no space or dashes).**

NEW YORK UNIVERSITY

**APPLICATION FOR SABBATICAL LEAVE**

Name:  N Number:

Home Address:

School:  Department:

Date of Full Time Appointment at NYU:

Effective Date of Tenure:

Have you been granted a previous sabbatical?

If "YES" please indicate the period and salary schedule (leave empty if not applicable):

Past Sabbatical #	Start Date	End Date	Percentage of Base Salary Received
Past Sabbatical #1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Past Sabbatical #2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Past Sabbatical #3	<input type="text"/>	<input type="text"/>	<input type="text"/>

**WITH REFERENCE TO YOUR CURRENT APPLICATION:**

What sabbatical type are you applying for?

Sabbatical Start Date:  Sabbatical End Date:

Estimated time required to complete project:

Form of finished project:

Please give a short description of your sabbatical project (additional space on page 3):

Sabbatical Request Process... > Sabbatical Request Form - Document

4. Sign and enter today's date, and then press "Continue" button in bottom right corner (this will only become available once all required fields have been filled in).
5. Click "Complete"

You've completed 15 of 15 required and 0 of 14 optional fields.  
Complete the required fields to submit the document.

Wizard Search File With

All changes have been saved.

NEW YORK UNIVERSITY

### APPLICATION FOR SABBATICAL LEAVE

Name: Shirley Lau N Number: N12345678

Home Address: 40 West 4th Street

School: Stern School of Business Department: Technology, Operations and Statistics

Date of Full Time Appointment at NYU: 11/01/2021

Effective Date of Tenure: 11/01/2021

Have you been granted a previous sabbatical? Yes

If "YES" please indicate the period and salary schedule (leave empty if not applicable):

	Start Date	End Date	Percentage of Base Salary Received
Past Sabbatical #1			
Past Sabbatical #2			
Past Sabbatical #3			

Fields to fill in

Keep track of the fields you have to fill in.

Show only required fields

- T Please enter text: ✓
- T Please enter text: ✓
- T Please enter text: ✓
- ☑ Please select an item: ✓
- ☑ Please enter a date: ✓
- ☑ Please enter a date: ✓
- ☑ Please select an item: ✓
- ☑ \*
- ☑ Please enter a date: ✓
- ☑ Please enter a date: ✓
- T Please enter text: ✓
- ☑ Please select an item: ✓
- T Please enter text: ✓
- ☑ Please click Sign to add a... ✓

Document completed  
The required fields for this document have been filled in with valid data.

Saved Save as draft Continue

Note: You will see a screen to download your request. You do not need to create an Airlate account in order to do so.