

Attach Sabbatical Report

The Sabbatical report can be attached to the Sabbatical request after the Sabbatical has ended. The on-line system will route the report through the department, Dean's office, and Academic Affairs for review.

To attach the report choose 'Sabbatic Leave/Leave of Absence' (or 'View All') from the 'View Past Requests' drop-down menu in the upper right hand corner.

The screenshot shows the top navigation bar with 'Frames Menu' and 'Personal Email Settings'. Below it, the breadcrumb trail reads 'UC Davis > Academic Affairs > Forms On-line Portal > Forms On-Line'. The user information is 'Current User: TEST, ONE: ASSOC PROFESSOR - FISCAL YR' and the department is 'Dept of Testing'. There are two dropdown menus: 'Select Forms' and 'View Past Requests'. The 'View Past Requests' dropdown is open, showing options: 'View All', 'Outside Activity Request', 'Outside Annual Report', and 'Sabbatic Leave/Leave of Absence' (which is highlighted in blue). Below the dropdowns, a large box contains the text: 'PRIOR APPROVAL FOR COMPENSATED OUTSIDE PROFESSIONAL ACTIVITIES (CATEGORY I) OR FOR INVOLVING STUDENTS IN'.

Choose 'View' for the Sabbatical entry to which you would like the report attached.

The screenshot shows the same breadcrumb trail and user information as the previous screenshot. The 'View Past Requests' dropdown is now set to 'Sabbatic Leave/Leave of Absence'. Below this, there is a section titled 'REVIEW CURRENT AND PAST ACTIONS' with a link '[include deleted documents]'. A table displays the following data:

Status	Type	Last Update	Description			
Reviewed	Leave/Sbbt	06/01/2012 09:14	Professional Development	View	Cancel	Template
En Route	Leave/Sbbt	06/01/2012 09:14	FMLA w/o Pay Ext Illness	View	Cancel	Template
Approved	Leave/Sbbt	06/01/2012 09:14	Sabbatical Full Salary	View		Template

The option to attach the Sabbatical report will appear at the top of the form.

UC Davis > Academic

Current User: TEST, ONE: ASSOC PROFESSOR - FISCAL YR Select Fc

Dept of Testing View Past Requ

SABBATICAL / LEAVE OF ABSENCE FORM

[Download document](#) [Template new request](#)

Add Sabbatical Report here:

pdf, rtf and MS Word files only - size limited to 2 MB

Type of Leave: **01: Sabbatical Full Salary** Begin Date: **10/01/11** Return Date: **01/01/12**

Academic Year Service Summer **Fall** Winter Spring

Once the report has been selected and the 'Upload' button clicked a confirming message will appear. The attached report can be accessed from the bottom of the Sabbatical request form.

UC Davis > Academic

Current User: TEST, ONE: ASSOC PROFESSOR - FISCAL YR Select Fc

Dept of Testing View Past Requ

SABBATICAL / LEAVE OF ABSENCE FORM

The request has been successfully submitted.

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Type of Leave: **01: Sabbatical Full Salary** Begin Date: **10/01/11** Return Date: **01/01/12**

If necessary to employ a substitute, what position is the department budget is required?

If leave is granted, what distribution is to be made of applicant's classes?
Courses to be covered by department faculty

Sabbatical Report: [Test.docx](#)

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Troubleshooting: [Display Routing tables](#)