According to the School’s Sabbatical Leave Policy and Procedure, all staff granted sabbatical leave are required to produce a brief (2-3 pages) report, using this form, on how a period of sabbatical leave has promoted the agreed purpose for which sabbatical leave was granted, indicating the benefits to their own career development and the School.

Failure to produce a satisfactory report on sabbatical leave will results in further sabbatical leave applications being automatically declined until such a report has been produced.

The report should be sent electronically to the **Head of Department** and [hr.admin@lse.ac.uk](mailto:hr.admin@lse.ac.uk) during the term following the return from sabbatical leave. This report will be forwarded to the Pro-Director Faculty Development and kept on the staff member’s personal file in Human Resources for reference when considering future applications for sabbatical leave.

*The* [*Sabbatical Leave Policy and Procedure*](https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/sabLeaPol.pdf) *is available online.*

**Please complete PART A of the form and send it electronically to your Head of Department.** Incomplete forms will not be accepted, please ensure all sections are fully completed.

# PART A. To be completed by the employee

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employee Details (please enter the following details) | | | | | | | | | | |
| Title | Choose an item. | | | **First name** | | Enter text | | | **Surname** | Enter text |
| Job title | | Enter text | | | | | **Department** | | Enter text | |
| Detail on Sabbatical Leave Period | | | | | | | | | | |
| Dates | | | | | **20** Select year **/** Select year Autumn  Winter  Spring  **20** Select year **/** Select year Autumn  Winter  Spring | | | | | |
| Report on the Benefits to the School and significance for Career Development from Sabbatical Leave taken  Note: The purpose of sabbatical leave is to enable members of academic staff to pursue research, initiatives related to education and/or other career development activities in order to achieve objectives that have been agreed with the relevant Head(s) of Department in line with Departmental and School strategy. Please describe in 2-3 pages how the sabbatical leave has helped you achieve the purpose for which you applied for sabbatical leave. Please provide reasons if the purpose was not achieved. | | | | | | | | | | |
| Text here from the academic reporting on their sabbatical. | | | | | | | | | | |
| Declaration of Employee | | | | | | | | | | |
| Signed | | |  | | | | | **Date** | Select date | |

**Once Part A is complete, the form should be sent electronically to your Head of Department to review.**

### PART B. To be completed by the Head of Department

|  |  |  |  |
| --- | --- | --- | --- |
| Head of Department’s statement | | | |
| I am satisfied with the report.  I have concerns about the report for the following reasons:  Enter text here | | | |
| Signed | Insert typed name or electronic signature | **Date** | Select date |

**The completed application form must be sent electronically to** [**Hr.Adviser@lse.ac.uk**](mailto:Hr.Adviser@lse.ac.uk)