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 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 takenNote: 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**