

LSU College of Science

SABBATICALS PROCESS TIMELINE for requesting Sabbatical Leave during AY 25-26

The sabbatical application process is handled electronically through Elements.

Due Date	Action	Responsible Department
Wednesday, August 21, 2024	Departments must submit names of faculty considering applying for Sabbatical Leave and anticipated semester(s) to Dean's Office	Department
Monday, August 26, 2024	List of faculty interested in applying for sabbatical leave during AY 25-26 due to OAA for eligibility check	College
Monday, September 2, 2024	Sabbatical application launches in Elements; OAA to e-mail instructions to all faculty applicants	OAA
Friday, September 13, 2024	Due date for faculty to submit their Sabbatical applications to Department Heads in Elements; HR Contacts will begin review of applications	Department
Wednesday, September 18, 2024	Due date for HR Contacts to complete audit of Sabbatical applications through Elements prior to Chair review	Department
Friday, September 20, 2024	Due date for Chairs to complete review of Sabbatical applications through Elements and forward submissions to Dean Review step	Department
Friday, October 4, 2024	Deadline for Dean to submit Sabbatical requests to OAA via LSU Elements	College
Thursday, October 17, 2024 - Friday, October 18, 2024	LSU Fall Break	University
Friday, October 25, 2024	Individual Sabbatical application reviews by Provost, Vice Provosts, and Vice President for ORED	OAA
Friday, November 15, 2024	Collective Sabbatical review by Provost, Vice Provosts, and Vice President for ORED	OAA
Friday, November 29, 2024	Final Campus Review by Provost for Sabbatical applications	OAA
Friday, December 6, 2024	Faculty will be notified of Sabbatical approval or denial by Academic Affairs	OAA
Monday, February 3, 2025 (TBD)	Sabbatical Agreements for approved AY 25-26 Sabbatical Leave due from faculty to OAA with a copy to HR Contact & Rose Dedon	Department