

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
SABBATICAL LEAVE REQUEST CHECKLIST**

____ **Sabbatical Leave Request Form**

____ **Sabbatical Leave Request Sign Off Page**

____ **Sabbatical Leave Proposal**

____ **Certificate of Health ***

____ **Sabbatical Leave Bond ****

Complete the Sabbatical Leave Request Form and your Sabbatical Leave Proposal and submit them along with the Sign Off page (signed by your Department Chair) to your college **Vice President of Academic Affairs by MARCH 15** for the following academic year or by May 15 for the following spring semester only. “These dates may be waived by the District where timely application is prevented by the procedures of other institutions or governmental agencies.” Article XIII, P. p. 49.

** A “Certificate of Health” signed by physician must accompany your Sabbatical Leave application (Article XIII, P.3.d)*

*** Sabbatical Leave Bond documents must be submitted to the Office of the Vice Chancellor, Business and Financial Services by August 1st.*