

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE

APPLICATION FOR SABBATICAL LEAVE OR DIFFERENCE-IN-PAY LEAVE DURING THE 2025-26 ACADEMIC YEAR

Due Date: The applicant must complete this application and submit it to the Department Chair (or equivalent) no later than **Friday, September 20, 2024**, for transmittal to the appropriate Department Committee. **Please ensure you have already completed the [Google Form!](#)**

For Sabbatical Leaves: Applicants must have completed a minimum of six (6) full academic years of credited service before a regular sabbatical leave or difference-in-pay leave can be granted. To be eligible for a subsequent sabbatical leave, applicants must have served full-time at least six (6) full academic years after any previous leave with pay.

For Difference-in-Pay Leaves (DIP Leaves): Applicants must have completed a minimum of six (6) full academic years of credited service before a regular sabbatical leave or difference-in-pay leave can be granted. Applicants must have completed a minimum of three (3) full academic years of credited service after the last leave with pay to be eligible for a DIP Leave.

Reminder: Applicants should be familiar with [Article 27 \(Regular Sabbatical Leaves\)](#) or [Article 28 \(Difference-In-Pay Leaves\)](#) of the Faculty [Collective Bargaining Agreement](#) and the CSUN Sabbatical Leave Policy in Section 672 of the [Administrative Manual](#).

Notification Process:

September 20 (Fri.)	Sabbatical Leave Applications from Faculty <i>Due to the Department Chair.</i>
October 4 (Fri.) or earlier	Sabbatical Leave Evaluations from Department <i>Due to Applicants.</i>
October 11 (Fri.) or earlier	Sabbatical Leave Applications from Department <i>Due to College.</i>
November 6 (Wed.) or earlier	Sabbatical Leave Recommendations from College <i>Due to Applicant.</i>
November 13 (Wed.) or earlier	Sabbatical Leave Applications from College <i>Due to Dean.</i>
November 19 (Tues.) or earlier	Sabbatical Leave Recommendations from Dean <i>Due to President.</i>
January 3 (Fri.) or earlier	Sabbatical Leave Decisions from the President <i>Due to Applicants.</i>

Deferrals: If granted a Sabbatical or DIP Leave, deferrals may be considered at the Provost's discretion. Sabbatical/DIP deferrals require an application to be submitted by the deferral deadline for leaves, including a justification for the deferral request along with chair and dean recommendations for approval or denial. If a deferral request is denied, the faculty member may either take the original sabbatical/DIP as approved or, if needed, submit a revised plan for the same semester(s) for review and approval by the chair, dean, and provost. They may also withdraw from their sabbatical or DIP and resubmit a new application for a subsequent academic year, to be processed as a new application. Due to logistics and financial considerations, granting deferrals for previously deferred sabbaticals is unlikely and will be determined on a case-by-case basis.

**APPLICATION FOR SABBATICAL LEAVE OR DIFFERENCE-IN-PAY LEAVE
DURING THE 2025-26 ACADEMIC YEAR**

1. Name of applicant: _____
Last Name First Name Middle Initial

2. Department: _____ College: _____

3. Date of Most Recent Leave of Absence with Pay: _____
(i.e., regular date of last Sabbatical or DIP Leave) Semester, Year (e.g., Fall 2010)

4. If you transferred to CSUN directly from another CSU campus and have not been granted a sabbatical leave at CSUN, indicate campus: _____ and years of full-time service at that CSU campus: _____.

5. Type of Leave Requested: Sabbatical Leave Difference-in-Pay Leave (DIP Leave)

*Transferring Leaves: Applicants not awarded a sabbatical leave will have an opportunity to transfer their request to a difference-in-pay leave. Since regular one-year sabbatical leaves at half salary are not included in the college allocation of centrally funded sabbatical leaves, they **cannot** be converted at a later time to one-semester fully-funded, centrally-funded sabbatical leaves. If you have questions about possible conversion of leave requests or postponement of leaves, please get in touch with the Office of Faculty Affairs prior to selecting a choice below.*

I am applying for (mark one choice only):

Regular Sabbatical Leave

- Fall 2025 semester at full pay (centrally funded)
- Spring 2026 semester at full pay (centrally funded)
- 2025-26 academic year at half salary* (not centrally funded)
- Other - identify which two semesters from the 2025-26 and 2026-27 academic years you are requesting sabbatical leave at half salary* (not centrally funded) _____

Difference-In-Pay Leave (all not centrally funded)

- Fall 2025 semester at difference-in-pay*
- Spring 2026 semester at difference-in-pay*
- 2025-26 academic year at difference-in-pay*
- Other - identify which two semesters from 2025-26 and 2026-27 academic years you are requesting a difference-in-pay leave* _____

**As described in Government Code 21008, faculty members on difference-in-pay leaves or reduced-pay sabbatical leaves earn prorated PERS retirement service credit. Faculty members on full-time pay sabbatical leaves receive full credit for retirement service.*

How DIP Leave salaries are calculated:

DIP = Normal Monthly Salary minus Minimum of Rank 2, Instructor, AY Salary (which is currently \$5,007, as shown at this link: [Faculty Salary Schedule AY as of 7/1/23](#)) equals Monthly Salary on DIP Leave.

Next Step - Upload to Interfolio:

6. In support of this application, I will upload to Interfolio a proposal, which shall **not exceed three pages**. It should include:
- o a statement of the purpose of the sabbatical leave;
 - o a detailed outline of the plan of study, research, travel, or service to be performed during the period of the leave;
 - o a statement of the resulting benefits that will accrue to the University and its students;
 - o the CSU resources, if any, necessary to complete the project; and
 - o the nature, amount, and source of anticipated supplemental support, if any.
 - o Letters of support or recommendation from colleagues will be included in the proposal's three-page limit. Letters of support or recommendation that result in a proposal of more than three pages will **not** be considered.
7. I will upload to Interfolio a current curriculum vitae, not more than one page in length, that cites information relevant to the sabbatical proposal.
- o A CV longer than one page will **not** be considered.

Promissory Note if Leave is Granted:

After the president's decisions are announced, individuals approved for sabbatical leave will be asked to sign a promissory note.

8. I agree to return to the service of the California State University and render at least one term of service for each term of leave. Pursuant to the requirements of [Articles 27.9](#) or [28.11](#) of the Faculty Bargaining Agreement, **I agree to sign a promissory note** (the value of which is at least equal to the amount of salary to be paid during the sabbatical leave) as evidence of my capacity to indemnify the State of California against loss in the event of failure to fulfill this agreement.
9. I recognize that this leave, if granted, will be pursuant to [Article 27 \(Sabbatical Leaves\)](#) or [Article 28 \(Difference-In-Pay Leaves\)](#) of the [Faculty Collective Bargaining Agreement](#) and the CSUN Sabbatical Leave Policy for sabbaticals to be granted during the 2025-26 academic year. I agree to abide by the terms of the [Faculty Collective Bargaining Agreement](#) and CSUN policies and procedures referred to therein should this application be approved.

I declare under penalty of perjury that the portions of this application I have completed are true and correct.

Signature of Applicant

Date

HOME ADDRESS (please print):

Street

City

Zip Code

CSUN Email Address

Where do I submit this form? Please upload this into [Interfolio](#) as part of your leave application.
Additional Questions? Please contact Faculty Affairs at x3280 or faculty.affairs@csun.edu.