Professional Leave Report Requirements and Format

*Report Requirements of UPS 260.102 and UPS 260.104*

- When accepting an awarded sabbatical or difference-in-pay leave, the faculty member agrees to submit a Professional Leave Report to Faculty Affairs and Records by the end of the semester following the completion of the leave.

- The report shall include evidence that the expected work product was completed and provide verification that the conditions of the leave were met.

*Suggested Format of Report*

- The purpose of the Professional Leave Report is to describe and document the activities accomplished during the leave.

- The report should be approximately 3-5 pages in length, not including documentation.

- The report may contain the following sections:

  - **Goals and Objectives** (briefly restate the goals and objectives identified in your original leave proposal)

  - **Results of Leave** (use this section as a status report on your original goals and objectives, describing which ones have been completed and estimating completion dates for any still in progress)

  - **Evidence** (attach evidence that documents the accomplishments of the leave)