

(818) 677-3263

## **672.4 Sabbatical Leave Report**

(Approved 2/8/2024)

672.4 [Sabbatical] Leave Report.

Faculty members granted leaves with pay will, within 90 days after return to service, submit a written report of their leave activities to the Department Chair and the Dean of the College for inclusion in their Personnel Action Files. The leave report will also be made available to the Provost and to the Professional Leave Committee.