

## **PROCESS: SABBATICAL**

- a) Faculty applicant submits duly-accomplished application form with required supporting documents to HRDO for processing
- b) HRDO checks if qualified to avail, computes for faculty profile, leave without pay, years of creditable service and tables application for agenda of the Academic Personnel and Fellowship Committee for endorsement to the Chancellor and approval of the President
- c) HRDO furnishes applicant thru unit a photocopy of the approval of the sabbatical