

**SABBATICAL/PROFESSIONAL DEVELOPMENT FINAL LEAVE REPORT**

**Employee Name:** *Type here* **Semester(s) of Leave:** *Type here*

**Department:** *Type here* **Division:** *Type here*

**Date leave Began:** Click to enter a date. **Date Leave Ended:** Click to enter a date.

**Job Classification:** *Type here*

1. **Define the Purpose of Your Leave** (*Use wording from your approved proposal*):

*Type details here.*

1. **List the Activities Completed during the Leave** (*Use wording from your approved proposal. Include sample instruments, where applicable*):

*Type details here.*

1. **Explain Anything Additionally Accomplished that was Not an Intended Outcome But Still of Value to the Leave:**

*Type details here.*

1. **Explain Any Activities Proposed But Not Completed or Accomplished:**

*Type details here.*

1. **Describe Your Method of Evaluation:**
   1. *List documentation of activities completed, included in this report (i.e. bibliography, tables, survey summaries, coursework, etc.)*

*Type details here*

* 1. *Describe the documentation and detail the alignment of the documentation with stated purpose*

*Type details here*

1. **Describe the Value of the Leave to You:**

*Type details here.*

1. **Describe the Value of the Leave to the College:**

*Type details here.*

1. **Attach a one-page (minimum) abstract summarizing your Sabbatical/Professional Development leave.**