POLICY COVER SHEET

(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

[3/09]

**Faculty/Staff Handbook [FSH]**
- [ ] Addition
- [ ] Revision*
- [ ] Deletion*
- [ ] Emergency

**Chapter & Title:** FSH 3720: Sabbatical Leave

**Administrative Procedures Manual [APM]**
- [ ] Addition
- [ ] Revision*
- [ ] Deletion*
- [ ] Emergency

**Chapter & Title:**

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.

*Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using “track changes.”

**Originator(s):** Nancy Sprague   Feb. 11, 2013

(Please see FSH 1460 C)

**Telephone & Email:**

208-885-6248  nsprague@uidaho.edu

**Policy Sponsor:** (If different than originator.)

**Telephone & Email:**

Reviewed by General Counsel  [ ] Yes  [x] No  Name & Date: ________________________________

I. **Policy/Procedure Statement:** Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.

The purpose is to update the sabbatical leave reporting process by having faculty submit their reports electronically as a PDF instead of as 10 paper copies, upon returning from sabbatical leave.

II. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?

This will have a positive impact by saving on printing costs and time.

III. **Related Policies/Procedures:** Describe other policies or procedures existing that are related or similar to this proposed change.

IV. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

If not a minor amendment forward to: ________________________________

Policy Coordinator

[Office Use Only]

FSH

Appr.  FCS  GFM  Pres./Prov.

[Office Use Only]

Track # ____________

Date Rec.: ___________  h/c ___________

Posted: t-sheet ______  web ___________

Register: ______________  (Office Use Only)

APM

[Office Use Only]