

Compensation While on Sabbatical Leave  
Verification Form  
(Administrative Service Faculty – MSUAASF)

Subd. 6 of Sec. 7 (Sabbatical Leaves) in the Agreement Between the MSUAASF and SUB State:

“Employees on Sabbatical leave may accept scholarships, fellowships, grants, or employment during the sabbatical leave, provided the scholarships, fellowships, grants or employment provide experience which serves the purpose of the sabbatical leave, and provided that the total compensation to the employee from the employment and sabbatical leave does not exceed his/her regular monthly salary.

In the event that the total compensation from employment and sabbatical leave pay exceeds the employees regular monthly salary, the sabbatical leave pay shall be reduced accordingly.”

So that we may have accurate records for your sabbatical leave, it is requested that you complete and sign the bottom section of this form and forward it to the Personnel Office. We will notify you should there be any effect on your sabbatical salary. If conditions should change, please notify the Office of Human Resources.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Dates of Sabbatical Leave: \_\_\_\_\_

Please complete appropriate section:

\_\_\_\_\_ During the above leave period I received/will receive compensation in the amount of \$ \_\_\_\_\_ per month from the following sources:

- \_\_\_\_\_ Scholarship
- \_\_\_\_\_ Fellowship
- \_\_\_\_\_ Grant
- \_\_\_\_\_ Employment

\_\_\_\_\_ I have not/will not earn outside compensation during the period of my sabbatical leave.

\_\_\_\_\_  
(Signature)