**SAMPLE SABBATICAL/DIP COVER MEMO**

DATE:

TO:

FROM:

RE: 2024-2025 Sabbatical and Difference-in-Pay Leave Recommendations

I/The Committee has/have carefully reviewed the applications submitted for sabbatical and difference-in-pay leave to be taken in AY 2024/2025.

|  |  |  |  |
| --- | --- | --- | --- |
| **Rank** | **Applicant** | **Department** | **Semester Requested** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
|  |  |  |  |
|  |  |  |  |

The following applicants are recommended for a Type B sabbatical or difference-in-pay leave:

|  |  |  |
| --- | --- | --- |
| **Applicant** | **Department** | **Semester Requested** |
|  |  |  |

The proposals listed below were not recommended:

|  |  |
| --- | --- |
| **None** |  |