

LSU

College of Science

SABBATICALS PROCESS TIMELINE for requesting Sabbatical Leave during AY 27-28

The sabbatical application process is handled electronically through Elements.

Due Date	Action	Responsible Department
Friday, August 21, 2026	Names of applicants interested in AY 2027-2028 Sabbatical Leave due to Rose Dedon	Department
Monday, August 31, 2026	Fall 2026 Sabbatical Leave Application for leave during AY 2027-2028 launches in Elements; OAA will email instructions to eligible faculty	OAA
Friday, September 18, 2026	Due date for faculty to submit their Sabbatical applications to Department Heads in Elements	Department
Wednesday, September 23, 2026	Due date for SciHR to complete audit of Sabbatical applications through Elements prior to Chair review	College
Wednesday, September 30, 2026	Due date for Chairs to complete review of Sabbatical applications through Elements and forward submissions to Dean Review step	Department
Friday, October 9, 2026	Deadline for Dean to submit Sabbatical requests to OAA via LSU Elements	College
Friday, October 23, 2026	Individual Sabbatical application reviews by Provost, Vice Provosts, and Vice President for ORED	OAA
Friday, November 13, 2026	Collective Sabbatical review by Provost, Vice Provosts, and Vice President for ORED	OAA
Friday, December 4, 2026	Final Campus Review by Provost for Sabbatical applications	OAA
Friday, December 11, 2026	Faculty will be notified of Sabbatical approval or denial by Academic Affairs	OAA
Friday, January 29, 2027 (TBD)	Sabbatical Agreements for approved AY 27-28 Sabbatical Leave due from faculty to OAA with a copy to SciHR/Rose Dedon	Department