**MEMO**

To: Marion Underwood, Provost & Executive Vice President

From: Name, Dean

Date:

Subject: Request revision to an approved sabbatical leave

Text explaining the request and reason. Also specify the date of the original request and date of proposed change.

[If there is a need to delay an approved sabbatical leave for more than one year, please make a request to cancel it and then reapply during the next application cycle. For date changes within the same year as originally approved, a request can be made to change the leave dates using this memo.]

Thank you.

*Updated: August 2022*