

LSU

College of Science

SABBATICALS PROCESS TIMELINE for requesting Sabbatical Leave during AY 26-27

The sabbatical application process is handled electronically through Elements.

Due Date	Action	Responsible Department
Friday, August 22, 2025	Names of applicants interested in AY 2026-2027 Sabbatical Leave due to Dean's Office (Rose Dedon)	Department
Monday, September 1, 2025	Sabbatical application launches in Elements; OAA will e-mail instructions to all faculty applicants	OAA
Friday, September 12, 2025	Due date for faculty to submit their Sabbatical applications to Department Heads in Elements; HR Contacts will begin review of applications	Department
Tuesday, September 16, 2025	Due date for HR Contacts to complete audit of Sabbatical applications through Elements prior to Chair review	Department
Monday, September 22, 2025	Due date for Chairs to complete review of Sabbatical applications through Elements and forward submissions to Dean Review step	Department
Friday, October 3, 2025	Deadline for Dean to submit Sabbatical requests to OAA via LSU Elements	College
Friday, October 24, 2025	Individual Sabbatical application reviews by Provost, Vice Provosts, and Vice President for ORED	OAA
Friday, November 14, 2025	Collective Sabbatical review by Provost, Vice Provosts, and Vice President for ORED	OAA
Monday, December 1, 2025	Final Campus Review by Provost for Sabbatical applications	OAA
Friday, December 5, 2025	Faculty will be notified of Sabbatical approval or denial by Academic Affairs	OAA
Friday, January 30, 2026 (TBD)	Sabbatical Agreements for approved AY 26-27 Sabbatical Leave due from faculty to OAA with a copy to HR Contact & Rose Dedon	Department

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