



Waiver to Work While on Study Sabbatical Leave of Absence Application

In order to request a waiver to work while on Study Sabbatical, you must complete the following information, and fax this application and all required documentation to the HR Connect - Medical, Leaves & Records Administration (Fax#: 718-935-4350). If you have any questions, please contact HR Connect at (718) 935-4000.

PERSONAL INFORMATION

First Name: Last Name:

Home Address:

City: State: Zipcode: Phone Number:

DOE Title:

District / School:

Social Security # File #

EDUCATIONAL INFORMATION

Educational Institute(s) you will be attending:

Total number(s) of credits you will be taking:

OUTSIDE WORK ACTIVITY BEING REQUESTED (IF NOT THE DOE)

Name of Agency:

Your title:

Days of the week and hours you intend to work:

You must submit a proof of your activity for the past three years indicating that during your sabbatical, you are working the same or fewer hours than when you are not on sabbatical. This includes previous Tax Returns (private business) or a letter from the employer (on official letterhead stating three years prior employment and hours worked).

WORK ACTIVITY BEING REQUESTED (IF YOU ARE REQUESTING TO WORK FOR THE DOE)

You must obtain a letter for the DOE Office, Division and/or School that wishes to hire you. The letter must include the following: 1) The DOE Office cannot fill the position with a qualified DOE employee who is NOT on sabbatical. 2) The hours you would work. Note: Please be aware that you may not work while on sabbatical during normal DOE work hours.

Name of Agency:

Your title:

Days of the week and hours you intend to work:

You must submit a proof of your activity for the past three years indicating that during your sabbatical, you are working the same or fewer hours than when you are not on sabbatical. This includes previous Tax Returns (private business) or a letter from the employer (on official letterhead stating three years prior employment and hours worked).