



MEMORANDUM

October 27, 2025

TO: All Faculty Members

FROM: Misaki Takabayashi
 Chancellor

SUBJECT: Application For Sabbatical Leave For AY 2026-2027

If you are thinking of applying for sabbatical leave for AY 2026-2027, now is the time to start planning. Please see the eligibility criteria below:

*Only tenured Faculty Members at Rank 2 or above may be eligible for a sabbatical leave **after six (6) years or twelve (12) semesters of full-time creditable service** with the University. Any leave of up to thirty (30) days will not constitute a break in service. Credit toward sabbatical leave is computed in units of not less than a full semester for I and C Faculty Members, provided that I and C Faculty Members appointed effective on October 1 or February 1 of the respective semesters shall have such semester count as a full semester. All other classifications shall compute service from the most recent date of hire. Full-time creditable service refers to full-time active duty service at the University. (Article VIA2, Sabbatical Leaves, 2021 - 2027 UHPA Agreement)*

All applications for sabbatical leave shall be received by the appropriate program administrator in accordance with the due dates below to ensure that necessary arrangements to meet college needs are made.

Please submit a sabbatical leave application to your respective program administrator. It is highly recommended to have a discussion with your program administrator to discuss your sabbatical leave request to receive proper guidance before submitting the formal application.

Period of Sabbatical Leave	Submission Due Dates
AY 2026-2027 or Fall 2026	
Intent to apply for AY 2026-2027 or Fall 2026 semester <i>A brief statement indicating intent to apply and the purpose of your leave request. This brief statement of intent is required as a condition/requirement for submitting a formal application for AY 2026-2027 or the Fall 2026 semester</i>	November 15, 2025
Formal application for AY 2026-2027 or Fall 2026 semester	January 12, 2026 (first day of instruction)

Review by Department Chair	On or before January 31, 2026
Review by Dean	On or before February 15, 2026
Review by Vice Chancellor	On or before February 28, 2026
Review by Chancellor and Memo to Employee (CC: HR)	On or before March 15, 2026
HR to process the leave (if approved)	May 2026
Spring 2027	
Intent to apply for the Spring 2027 semester only <i>A brief statement indicating intent to apply and the purpose of your leave request. This brief statement of intent is required as a condition/requirement for submitting a formal application for spring 2026.</i>	March 15, 2026
Formal application for Spring 2027	May 6, 2026 (last day of instruction)
Review by Department Chair	On or before May 31, 2026
Review by Dean	On or before June 15, 2026
Review by Vice Chancellor	On or before June 30, 2026
Review by Chancellor and Memo to Employee (CC: HR)	On or before July 15, 2026
HR to process the leave (if approved)	September 2026

The Sabbatical Leave Application form (Form 37A) with instructions can be found at: <https://go.hawaii.edu/mD9> (move to Kualii Build for better tracking and timely response) Please note that if you are applying for a sabbatical in AY 2026-27 or Spring 2027 and are expecting to teach in Summer 2027, please indicate that in your application and let the Human Resources Department know as soon as possible. Also, the rubric used in the review of applications for sabbaticals can be found at: <https://www.kapiolani.hawaii.edu/wp-content/uploads/Sabbatical-Reviewers-Rubric.pdf> Please note that the collective bargaining agreement stipulates that leave requests deferred due to a lack of funding have priority over subsequent requests. Therefore, faculty members interested in sabbatical leaves should continue to submit their requests. Your cooperation in following these application procedures will assist us in our budgetary planning. Please don't hesitate to call your program dean or administrator for further clarification or assistance.

Attachment

CC: Human Resources Department