

Professional Leave Report Format

The purpose of the Professional Leave Report is to provide description as well as documentation that best demonstrate your activities during your leave. There are three sections in the report; it is suggested that the report be approximately 3-5 pages in length, not including documentation:

1. **Goals and Objectives:** Briefly restate the goals and objectives identified in your leave proposal
2. **Results of Leave:** This section is a status report on your goals and objectives. Which goals and objectives have been completed? For any goals and objectives still in progress, please give an estimated completion date. How do the results of your leave compare to what you intended?
3. **Available documentation:** You may attach documents that comprise a representative sample of what you accomplished during your leave (e.g., preprints/reprints of journal articles, copy of the title page of a book or manual, web pages, conference programs). If you prefer, you may provide a list of available documentation and retain the actual documents in your office.

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