**Sabbatical Form Tips**

* The fillable PDF form will work best if you download a copy to open in a desktop application of Adobe Acrobat.
* The Eligibility section includes a formula to calculate your years of service based on your answers to the boxes in lines 2 and 3. Lines 4 and 5 should update automatically after you fill those boxes.
* All the boxes in the form are set up with a scrolling function, so you can add more text than it first appears. The scroll feature isn’t visible until there is text in a box, and you click on the box to make it active.
* If you have sections that include symbols, formulas, tables, graphs, or other formatted elements that are not rendering correctly in the form, please feel free to indicate that you have appended that section as an attachment.
* Using the Adobe Acrobat Fill & Sign function will cause the form to lock and no longer allow updates. Please sign the document by typing your name and ask your chair and dean to do the same.