

This guide outlines the process of submitting your sabbatical leave application to your department head (for departmentalized colleges) or dean (for non-departmentalized colleges) using Elements. Should you have any questions about this process, please contact the Office of Academic Affairs Elements Support at elements@lsu.edu or 578-1519.

1. To access the application, go to the Elements website by entering the following URL into your internet browser <https://lsu.elements.symplectic.org/>

Note: Click **Save** at the top of the screen to save your work while remaining on the same screen.

7. Scroll down to attach any relevant documentation by clicking the "+" button in the Attachments section. Be sure to include a CV (a PS 36 CV is no longer required) as well as any relevant correspondence from outside institutions pertaining to your requested sabbatical leave.

Note: If you have multiple files, please upload them as separate documents, one at a time.

8. Once you have filled out all of the questions and added your attachments, submit your application by clicking the **"SUBMIT"**

9. Click "CONFIRM".



10. Upon submission, the Stage should change to 'Department Head Review' or 'Dean Review'. Note: Elements will not send an email notification to the reviewer when the application has been submitted for review. It is suggested you email your department head and/or dean to notify them the application is now pending their review.