

Professional Leave Report Cover Sheet

Name: Venita Blackburn

Department: English

College: Arts & Humanities

Leave taken:  Sabbatical       Difference in Pay       Professional Leave without Pay

Time Period:  Fall 2022  
 Spring  
 Academic Year  
 Other

Your report will be sent to your Dean for your PAF and to the Library Archives.

Dear Reviewer,

I am writing to update you on the progress of my sabbatical, which was focused on writing and editing a novel. Over the past few months, I have dedicated myself fully to this project and am proud to report that I have made significant progress.

Initially, I spent several weeks outlining and planning the story, working out the plot and characters in detail. This allowed me to establish a clear direction for the novel and helped to prevent any major revisions later on.

After this initial planning phase, I began the actual writing process. I spent many hours each day putting words on the page, creating scenes and dialogue, and bringing the characters to life. At times, the process was challenging, but I was able to push through and stay focused on the goal of completing the novel.

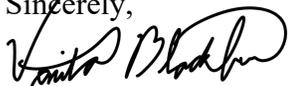
Once the first draft was finished, I began the revision process with my editor. The novel was already under contract, so this helped bypass the submission stage. This was perhaps expected to be the most demanding aspect of the sabbatical, as it required careful attention to detail and a willingness to make difficult changes. The result, however, was much more rewarding and smooth. I worked tirelessly to refine the language, tighten up the plot, and ensure that the story was as engaging and cohesive as possible.

Throughout the entire process, I made sure to prioritize self-care and maintain a healthy work-life balance. I took breaks when needed, exercised regularly, and spent time with loved ones. These practices allowed me to stay energized and focused, even during the most challenging moments.

In the end, I am happy to report that the novel is now complete and will be published January of 2024. I am immensely proud of the work I have accomplished during this sabbatical and am excited to see where this project will take me in the future.

Thank you for your continued support and encouragement throughout this process. I am grateful for the opportunity to take this sabbatical and pursue my passion for writing.

Sincerely,



Venita Blackburn