MAPP Section 700:
Sabbatical and Other Leaves

701. GENERAL POLICY

Academic appointees are required to be in service to the University during prescribed periods of the academic year. All absences during the periods when the academic appointee is required to be on duty fall into one of the following categories:

702 Sabbatical Leave
711 Childbearing and Parental Leave
720 Vacation Leave
730 Sick Leave
740 Jury Duty
750 Other Leaves

702. SABBATICAL LEAVE

A sabbatical leave is a privilege accorded to qualified academic appointees to enable them to engage in intensive programs of research and/or study and thus enhance their subsequent service to the University by increasing their effectiveness as teachers and scholars. An individual on regular sabbatical leave is expected to devote full time to research, writing, or equivalent activity.

702-1. Approval Authority

Sabbatical Leaves which conform to the University and campus policy must be reviewed and approved by the Deans and the Executive Vice Chancellor. All exceptions to sabbatical policy require approval by the Executive Vice Chancellor. (Refer to APM 740-24)

702-2. Records Management

The Academic Personnel Office will be responsible for maintaining records concerning sabbaticals of faculty in the units (requests and records of approval and denial) and collecting, reviewing, and acknowledging sabbatical leave reports from faculty. APO will also forward documents to Payroll and monitor online entry of the approved actions.

703. TYPES OF SABBATICAL LEAVES

703-1. Regular Sabbatical Leave

Regular sabbatical leave provides salary at varying percentages depending on the amount of accrued sabbatical credit. An individual on such regular sabbatical leave is excused from all regular duties to enable him or her to devote full time to research and/or study. (Refer to APM 740-8)

703-2. Sabbatical Leave In Residence

Sabbatical leave in residence may be awarded to an academic appointee who is eligible for regular sabbatical and who, in addition to a program of research and/or study at one of the University campuses, will teach at the home campus one class which meets regularly at least three hours each week per semester during the sabbatical period; or will perform an equivalent amount of instructional service in a course or in a clinical setting. An individual on sabbatical leave in residence shall be freed from all other teaching obligations and from all committee and administrative work. (Refer to APM 740-8)

704. ELIGIBILITY TO APPLY FOR SABBATICAL LEAVE

Academic appointees who have accumulated sufficient qualifying service and who hold one or more titles of Professor, Associate Professor, and Assistant Professor are eligible to apply for sabbatical leave. (Refer to APM 740-11)

Other academic appointees who have accumulated sufficient qualifying service and who hold one or more of the titles listed in APM - 740-11-a and 740-11-c are eligible to apply for sabbatical leave.

705. ACCRUAL OF CREDIT TO APPLY FOR SABBATICAL LEAVE

705-1. Academic Year Appointees

Credit to apply for sabbatical is earned by nine-month academic appointees at the rate of one credit of 50% or more service in eligible titles. On the semester system, the maximum accrual is two credits per year. (Refer to APM 740-11)

705-2. Fiscal Year Appointees

Credit to apply for sabbatical is earned by eleven-month academic appointees at the rate of 50% or more service in eligible titles for a maximum of two credits a year. (Refer to APM 740-11)

705-3. Academic Administrators

Academic administrators who are paid on an 11-month basis, including those paid on a 9/11 split salary with a summer differential; accrue credit to apply for sabbatical on a fiscal year basis. When an administrator returns to his/her academic appointment, he/she may keep any credits accrued beyond the academic year maximum. (Refer to APM 740-11)

705-4. Maximum Credit Accrual

Accrued University service in excess of the amount required for the current sabbatical leave may be carried forward to apply toward eligibility for the next succeeding sabbatical leave. The maximum number of credits which may be accrued is equal to the number of credits required for a maximum sabbatical leave plus one year of credit.

	Maximum Accrual
Academic Year Appointees	20 Semesters
Fiscal-Year Appointees	10 Years

a. Unused credits

Sabbatical credits not used in a given academic year carry forward automatically until the maximum accrual is reached. Requests to carry forward unused credits beyond the maximum must be made in writing to the appropriate School Dean and forwarded to the Executive Vice Chancellor.

The Executive Vice Chancellor may approve deferral beyond the above-stated maximum. (Refer to APM 740-16)

705-5. Periods of Non Accrual

Sabbatical credit does not accrue during periods of:

- Sabbatical leave
- Leave of absence without pay
- Leave of absence with pay for one semester or more
- Summer research or summer session teaching

- Appointment to a University-sponsored research program more than 50% time.
- Other restrictions include leave of absence to accept fellowship or visiting appointments at another University.

  (Refer to APM 740-11-h)

706. RESTRICTIONS

706-1. Leave May Not Disrupt Teaching Program

A sabbatical leave shall be granted only at a time when it will not disrupt the teaching program or other vital operation of the University. (Refer to APM 740-16)

706-2. Timing of Leaves by Both Academic-Year and Fiscal year Appointees

Sabbatical leave for an academic-year appointee shall be timed so that it starts and ends on dates established in the academic calendar for the beginnings and endings of semesters. The beginning and ending of a sabbatical leave for a fiscal-year appointee shall be scheduled at times reasonable and convenient to the appointee's department or unit. (Refer to APM 740-16)

706-3. Interruption of Sabbatical Leave

Normally, a sabbatical leave of more than one semester is taken in consecutive terms. However, the Executive Vice Chancellor may authorize interruption of a sabbatical leave. In general, an interruption would be for no more than one semester except in unusual circumstances. Sabbatical leave credit may be accrued during the period of such interruption only as described in APM - 740-11. (Refer to APM 740-16)

706-4. Replacement Funds Not To Be Used in a Research Unit

When sabbatical leave is granted to an eligible academic appointee who also holds an appointment in a research unit, State-supported sabbatical leave replacement funds shall not be used to employ a temporary replacement in the research unit concerned. (Refer to APM 740-16)

706-5. Leave Not To Be Approved for Individual on Notice of Non-Reappointment or Termination

A sabbatical will be approved for a faculty member who has been recommended for reappointment. A sabbatical may not be given to a faculty member who has been given notice of non-reappointment or termination of appointment. Exceptions to

this policy must be approved by the Executive Vice Chancellor. (Refer to APM 740-16)

706-6. Duration Of Leave

Sabbatical leave may never exceed one full year, regardless of the credit accrued. (Refer to APM 740-16)

707. COMPENSATION

707-1. Definition of Regular Salary

Sabbatical leave salary is based on the employee's regular salary at a percentage appropriate to the terms of the leave. If the sabbatical is less than full time, the recipient may receive additional salary from non-state funds, but in no case is it to exceed the full salary rate. (Refer to APM 740-18-A)

707-2. Additional Salary For Research

Upon approval of the Executive Vice Chancellor, a recipient of a sabbatical leave at less than full salary may receive additional salary for research from the University, from other universities, and/or from national laboratories. The Executive Vice Chancellor may grant exceptions to permit additional salary from other research institutions. This additional salary is subject to restrictions. (Refer to APM 740-18-C)

707-3. Other Employment During Sabbatical Leave

Sabbatical leave shall not be used as a means of augmenting personal income; a recipient may not accept gainful employment during a sabbatical leave, including employment normally permitted, such as employment by University Extension. This restriction applies also to outside employment normally permitted, including consulting. This restriction does not apply to the following:

- For an academic year appointee, the period after spring semester and before fall semester.
- For a fiscal year appointee, the vacation period accrued during the sabbatical (but such work may not be for the University).
- A fellowship or personal grant awarded to an individual which is not compensation for services.
- Acceptance of nominal honoraria.

(Refer to APM 740-19)

708. APPLICATION

An Application for sabbatical is made on the Sabbatical Leave Request form (UCM-AP50) and sent to the School Dean. Application should be accompanied by a statement providing in detail the following information:

- A brief history of the project, from inception through progress to date and projection as to completion date. This history shall include a description of the applicant's preparation and any significant contributions already made in the field of activity with which the project is concerned.

- Significance of the project as a contribution to knowledge, to art, to a particular profession, or as an expected contribution to the applicant's increased effectiveness as a teacher and scholar.

- Name(s) of the location(s) or institution(s) where the project will be carried out, and the names of colleagues, if any, with whom it will be conducted.

- Assurances of cooperation, or authorization to conduct the project, received from individuals, other institutions, or agencies.

(Refer to APM 740-94)

709. RETURN TO SERVICE

A sabbatical leave of absence shall be granted by the University and accepted by the recipient with the understanding that, immediately following the leave of absence, the recipient will return to active University service for a period at least equal to the period of the leave. However, with the approval of the Executive Vice Chancellor, the return to service may be delayed during a period of leave without pay not longer than the period of the sabbatical leave.

709-1. Failure to Return

Failure to return to regular University employment after sabbatical leave for a period at least equal to the period of the leave shall create an obligation on the part of the appointee to refund the entire salary received for the period of a regular sabbatical leave, or two-thirds of the salary received for the period of a sabbatical leave in residence. (Refer to APM 740-16)

709-2. Report of Results

Within 60 calendar days following return from leave, the recipient of a sabbatical leave is to submit to the dean a concise report of the results of the leave. The report should include the following:

- Account of activities during the leave, including travel itineraries, institutions and locations visited, persons with whom there was extensive consultation or collaboration, and any formal lectures delivered.

- Statement of progress made on the project as proposed in the application.

- Explanation of any significant changes from the initial approved proposal.

- Appraisal of the relationship between the results anticipated in the leave project statement and those actually achieved.

- Summary of any intellectual property issues.

- Statement of future activity related to the project, including plans for completion of the project and publication of results.

The report shall become a part of the supporting materials submitted with any proposal for subsequent promotion or merit increase.

Failure to supply report shall create an obligation on the part of the appointee to refund the entire salary received for the period of a regular sabbatical leave, or two-thirds of the salary received for the period of a sabbatical leave in residence. (Refer to APM 740-97)

710. CHARTS, FORMS AND CHECKLISTS

These forms will assist you in the request leave process. It is recommended that you contact the Academic Personnel Office in advance to ensure a smooth processing of your leave request.

710-1. Leave Of Absence Request Form (UCM-AP50)

710-2. Sabbatical Leave Check List (UCM-AP51)

710-3. Credit Chart III - Regular Sabbatical (Off Campus) (UCM-AP52)

710-4. Credit Chart IV - Sabbatical In Residence (UCM-AP53)

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