

PROCESSING SABBATICALS AND LEAVES

Information on sabbaticals and leaves may be found in the [APM 700-760](#) and in The Call [Appendix 24](#) and [Appendix 25](#). A sabbatical may not exceed one academic year in duration (per The Call, Appendix 24, section VI).

Also, refer to University Policy relating to Benefits at the following website: UC Benefits [At Your Service > Life/Work Changes > Leaves > Sabbatical Leave](#)

❖ **Sabbatical Accrual**

Faculty in the Regular Professor series accrue one credit of sabbatical eligibility for every quarter at 50% time or more in the Regular Professor series. Nine accrued credits of sabbatical eligibility allow a faculty member to request one quarter of sabbatical at full salary. Six accrued credits of sabbatical eligibility allow a faculty member to request one quarter of sabbatical at 2/3rds pay.

If there is any question about sabbatical eligibility, please call the SPH personnel office to confirm the amount of quarters a professor has accrued.

SUBMITTING THE ACTION: Please submit the following to the SPH personnel office:

1. **Sabbatical Leave/Special Leave of Absence form**

a. For sabbaticals, please complete sections 1-11 and A,C,D

b. For leaves, please complete header sections and A, B. In "Remarks," show the type of leave: e.g. Leave Without Salary for the academic year 04-05

PAY PERIOD OF LEAVE: For Academic Year (9-month) appointments, the effective date of the appointment will not coincide with the begin date of the service period. Effective dates for Academic Year appointments commence as follows:

July 1, 20xx -- October 31, 20xx, Return Date 11/1/xx Fall Quarter

November 1, 20xx -- February 28, 20xx, Return Date 3/1/xx Winter Quarter

March 1, 20xx -- June 30, 20xx, Return date 7/1/xx Spring Quarter

2. **Application** In addition to the sabbatical leave form, an application request should be written and submitted to the Chair. Guidelines for application as follows:

APM [740-94](#) Application

An application for sabbatical leave shall be submitted through appropriate channels to the Chancellor. Sabbatical leaves are not granted as a matter of individual right. Leaves are accorded to individuals in good standing to enable them to further their research or other creative activities and in doing so, to enhance their service to the University. The application form shall be accompanied by a statement providing in detail the following information:

a. 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.

b. 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.

c. 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.

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

e. Description of all financial support expected during the sabbatical leave for professional activities, except as provided in APM - 025 and APM - 670.

Description of any fellowship, grant and/or government-sponsored exchange lectureship. Description of any proposed arrangement under which the appointee would receive additional salary for research in accordance with APM - 740-18-c, any associated intellectual property-related issues, and actions proposed to assure that all obligations under the University intellectual property policies are preserved.

f. Description of University service which will be provided if the applicant proposes to substitute significant University service for some or all of the teaching/instructional requirements of a sabbatical leave in residence. (See APM - 740-8-b.)

3. **Effect on Benefits Statement** signed by the faculty member is required for sabbaticals at less than 100% and for all leaves of absence without salary.

APPROVALS OF SABBATICALS AND LEAVES

a. Sabbaticals: Deans have authority to approve sabbaticals up to one academic year.

b. Leaves With Pay: Department Chairs have authority to approve Leaves With Pay of seven calendar days or less to attend professional meetings or for University business. For other Leaves With Pay, see The Call, **Appendix 25** and **APM 752 and 758**.

c. Leaves Without Pay: Deans have the authority to approve Leaves Without Pay up to one academic year. The Vice Chancellor must approve any Leave Without Pay that exceeds one academic year.

MISCELLANEOUS

a. "Anticipating" sabbatical quarter credit. A faculty member who has not accrued sufficient quarters of sabbatical eligibility may request to anticipate (borrow) up to three sabbatical quarter credits against future credit accrual. For example, a faculty member who has accrued eight quarters of sabbatical eligibility and wishes to take a one quarter sabbatical at 100% may request anticipation of one quarter of sabbatical credit. Sabbatical accrual begins after the borrowed quarter is "paid back."

The faculty member's request for anticipation must be directed to the department Chair. The Chair will endorse the request and forward it to the SPH Personnel Office with the Sabbatical Leave/Special Leave of Absence form. The Dean will make a recommendation on the request and forward it to the Vice Chancellor for final approval.

b. Sabbatical credit limit. Per **APM 740-16a**, "faculty may accrue a maximum of 30 quarters of sabbatical eligibility. Requests to waive the 30-quarter limit in order to accrue additional quarters of sabbatical eligibility must be made through the SPH Personnel Office. Waivers require the Dean's endorsement and the Vice Chancellor's approval.

c. Sabbatical restrictions. Per **APM 740-16d**: "A sabbatical leave of absence shall be granted by the University and accepted by the recipient only with the understanding that the recipient, immediately following the leave of absence, will return to University service for a period at least equal to the period of the leave. . . ." The Vice Chancellor must approve any exception to this policy.

d. Sick leave. See The CALL, **Appendix 25**, section II, and **APM 715** for the policies pertinent to leaves of absence necessitated by illness. These include sick leave, childbearing and parental leaves. Faculty paid on a nine-month basis do not accrue sick leave. They may instead request a leave of absence, either with or without salary, due to illness. Deans have approval authority to grant paid illness leaves of absence for no more than 60 calendar days. The Chancellor has authority to grant sick leave regardless of duration.