

Academic HR

Sabbatical Leave Guidelines

As per the guidance in the systemwide Sabbatical Leave policy ([APM-740](#)), “sabbatical leaves of absences are not and have not been granted as a matter of individual right; rather they are and have been accorded to **qualified** members of the academic staff to enable them to enhance their service to the University and thereby increase its distinction.” Sabbatical leaves are granted to enable eligible academics to engage in intensive programs of research and/or **study** to become more effective scholars and to enhance their programs and services to ANR.

Other Paid Leaves for the purposes of a “**study leave**” for up to thirty days are only for those titles that do not accrue sabbatical credits.

I. Qualifying Service

- Eligible appointees accrue (4) sabbatical credits per year (July 1st – June 30th) or (1) credit per quarter. The maximum number of credits an academic can accrue is (40). Normally, academics that have successfully completed three consecutive peer reviewed advancements are typically considered for such leave.
- (9) Sabbatical credits are used per quarter of sabbatical leave or (36) credits per year.
- Service with the University must be continuous to retain accrued credit toward sabbatical leave. Any separation from the University, other than by approved leave of absence, interrupts continuous service.
- ***No sabbatical credit is accrued during “a without salary” leave of absence.***
- Appointees who have accrued sufficient sabbatical credit for a proposed leave period may submit a proposal for approved sabbatical leave.
- Academics are encouraged to begin planning for sabbatical leave at least a year or more in advance to allow time for the review and approval process. Sabbatical proposals are expected to be submitted at least **six months** prior to the requested start date. Proposals not submitted in a timely manner are at risk of not being approved. Applications submitted less than three months prior to the requested start date will not be considered.
- CE Advisors with an extramural or grant-funded appointment and satisfy eligibility requirements for sabbatical leave are recommended to discuss options with the AVP (or designee).

II. Restrictions

- Failure to return to regular duties for a period equal to time spent on sabbatical leave could create an obligation to refund the entire salary received while on leave.
- Sabbatical leave shall not be granted to an individual that will not be reappointed.

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- Individuals that are planning to retire immediately following requested leave shall not be approved.

III. Procedures

- The proposal and sabbatical leave form should go to your County Director(s) and/or immediate supervisor for review and consensus. Usually, a sabbatical leave application is at least 3 pages in length and describes the purpose, planned sabbatical leave activities, anticipated results, outputs such as publications, and how the sabbatical leave enhances skills and professional competence.
- Sabbatical proposal must include the following:
 - Purpose for the leave and description of the sabbatical project and/or activities; clearly describe how proposed activities are distinct from normal work activities (academics are not expected to conduct normal work activities); describe how the sabbatical leave enhances the candidate's professional competence and academic program; provide detailed description of proposed research activities, methods, anticipated results, outcomes, impacts, and expected publications (if applicable); academics that are seeking to use sabbatical leave to finish a Ph.D. degree program are to include evidence to demonstrate enrollment in the proposal.
 - Anticipated beginning, and end dates,
 - Sabbatical leave location,
 - Assurances of cooperation or authorization to conduct the project from appropriate individuals and/or institutions. For collaborative/research visits, provide letters of invitation/intent to collaborate.
 - Please indicate whether financial support is needed and provide an explanation if applicable. If financial support is necessary, review all the anticipated expenditures with your financial point of contact to ensure they are permissible under the funding guidelines. The proposal should clearly state the review was done.
 - Clarification of expected Principal Investigator (PI) roles and responsibilities. Additionally, consult with Kim Lamar in the Contracts and Grants Office to address any potential impact on existing or proposed grants. The proposal should clearly state the review was done.
 - A summary of program coverage while on leave
- Again, while on sabbatical leave academics are not expected to conduct normal work activities; this includes, if applicable, assigned additional administrative responsibilities. As a result, administrative stipends are suspended while on leave.
- The approved sabbatical plan and a sabbatical leave form should be submitted to the Academic HR Unit for compliance review.

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- Once the proposal is found to be compliant with policy, and all concerns are addressed in the proposal, it will be submitted for the next level administrative review. Final approval rest with the Associate Vice President of Programs.

IV. **Sabbatical Report**

- Individuals are required to submit a report identifying the results of the project(s) while on leave within 90-days after returning from sabbatical leave.
- Reports are to be submitted to the Academic HR Unit and a copy to his/her immediate supervisor.
 - The report shall include the following:
 - a. List of activities, itineraries, visited institutions, and individuals consulted.
 - b. Identify the progress made on the sabbatical leave project; and if applicable, evidence of satisfactory progress in the Ph.D. program.
 - c. Provide an assessment of the project between anticipated results and real accomplished results.
 - d. Provide a statement of planned future activity as it relates to the sabbatical leave project, including plans for completion and publications of results.

V. **Reference Information:**

- [Leaves of Absence/Sabbatical Leaves, APM 740](#)
- [Taking A Sabbatical Leave \(UCNet\)](#)
- [ANR Business Travel Guidance](#)
- [ANR Export Control Guidance](#) – Any questions, contact Office of Contracts & Grants Interim Director Kimberly Lamar (kdlamar@ucanr.edu).