

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 permitted to enable recipients to be engaged in intensive programs of research and/or study, thus to become more effective scholars and to enhance their services to the UC ANR. Academic appointees are **not** expected to conduct normal work activities while on leave. Likewise, sabbatical leaves are not granted for the purpose of conducting a work plan that reflects normal work activities.

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).
- (9) Sabbatical credits are used per quarter of sabbatical leave or (36) credits per year.
- Service with UC must be continuous to retain accrued credit toward sabbatical leave; any separation 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 request for approved sabbatical leave. Interested CE Advisors with an extramural or grant-funded appointment and satisfy eligibility requirements for a 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 entire salary received while on leave.
- Sabbatical leave shall not be granted to an individual that will not be reappointed.
- Individuals that are planning to retire immediately following requested leave shall not be granted approval.

III. Procedures

- ANR appointee(s) shall submit a sabbatical plan and a sabbatical leave form to the County Director(s) and/or immediate supervisor for review and approval.
 - Sabbatical plan shall include: the purpose for the leave, anticipated beginning and end dates, leave location, assurances of cooperation or authorization to conduct the project from appropriate individuals and/or institutions, whether financial support is needed with explanation, clarification of expected (PI) roles and responsibilities, and a summary of program coverage while on leave.
 - Academics that are seeking to use sabbatical leave to finish a Ph.D. degree program are to include in his/her proposal evidence to demonstrate enrollment.
 - 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.
 - 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 are then forwarded to the Academic HR Unit for compliance review.
- Once the proposal is found to be compliant to ANR Handbook, Section 140 (IV), Leaves guidelines found at <http://ucanr.edu/sites/anrstaff/files/119882.pdf>, and all concerns are addressed in the proposal, the APU will submit plan to the CE Associate Director (Frost) for final review and approval.
- Upon approval of the sabbatical plan, the Advisor will be requested to review and sign a Sabbatical Leave/Special Leave of Absence (UPAY 573) payroll form.

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. **Policy References**

- AP M 740, Leaves <http://www.ucop.edu/acadpersonnel/apm/apm-740.pdf>
- ANR Administrative Handbook Section 340, Leaves <http://ucanr.org/sites/anrstaff/files/119882.pdf>