

## School of Medicine Sabbatical Leave

### Purpose and Eligibility:

**Purpose:** Sabbatical leave is a **privilege** granted for professional development and advancement of knowledge – approval is required.

**Mutual Benefit:** The leave must benefit both the University and the individual (as determined through the approval process).

**Obligation to Return to Full-Time Service:** At the conclusion of the leave, the individual must return to active full-time service for at least one (1) year.

**Eligibility Criteria:** Faculty must be tenured and have been in continuous full-time service for the six years preceding leave. Note: In-residence faculty are not eligible for sabbatical leave.

### Leave Duration and Compensation:

<b>Duration:</b>	Determined by the Dean.
<b>Standard leave:</b>	<b>Six (6) months or twelve (12) months</b>
<b>Compensation:</b>	Six months at full pay or twelve months (full year) at half pay.

### General Guidelines:

- **Full-time service:** Sabbatical leave is considered full-time service.
- **Outside compensation:** Faculty on sabbatical are not eligible to earn extra compensation while on sabbatical, except for approved consulting activities which are governed by the consulting policies.
- **Administrative Salary Supplement(s):** Faculty on sabbatical who receive administrative salary supplement(s) may have such supplement(s) suspended for the period of the approved sabbatical leave, at the discretion of the Dean.
- **Application timeline:** Applications must be submitted at least one year in advance (limited exceptions may be granted by the Dean).
- **Sabbatical leave may be renewable** after another six years of continuous full-time service.
- **Departmental duties:** Department Chair and dean may arrange for coverage of the leave-taker's duties, ensuring minimal disruption.
- **Return expectations:** Individuals must return to their previous duties and salary, subject to potential changes due to university circumstances. Further, a written report must be submitted to the Deann within one (1) month of return from leave.
- **Tenure status:** Sabbatical leave does not change tenure status.
- **Grant and fellowship funds:** The receipt of grant or fellowship funds does not usually impact the granting of a Sabbatical leave, subject to the following parameters:

- The approved leave is for a full year at half pay.
  - The work of the sponsored program is consistent with the objectives of the sabbatical leave.
  - The sponsor provides written approval of any absence from campus.
  - The faculty will maintain their responsibilities under sponsored program and the associated funding for their salary.
  - The total compensation (SOM supported plus grant funding) may not exceed the equivalent of 100% of the individual's salary during the period of leave.
- **Postponement:** Postponed leaves (in part or in full) must be taken during a timeline approved by the Dean. Following return to continuous full-time service for a minimum of six (6) years following the postponed sabbatical leave, faculty may begin a subsequent sabbatical leave, providing the application has approved through the sabbatical request process, as described below.

### **Application Process:**

Submit to the Office of Faculty Affairs:

1. **Sabbatical Request Form** signed by department chair / center director

Attach:

2. **written description of sabbatical plan** and how it will benefit faculty and the University
3. **confirmation from external grant agencies** that obligations of faculty member and funding to support position will continue during sabbatical leave

The Office of Faculty Affairs will provide notification to the faculty member through their department / center when the sabbatical leave is fully approved by the Dean, Provost, and Academic Affairs Subcommittee of the UConn Health Board of Directors.