THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Human Resources	**Number:**	201.30-2
		Revised:	5/1/01
SUBJECT:	Sabbatical Leave	**Date Issued:**	
		Review Date:	5/1/03
APPLIES TO:	Regular Instructional Staff (Professorial Ranks Only)	**Attachment(s)**	1

ISSUED BY: Office of the Provost and Executive Vice President for Academic Affairs

I. Policy

Sabbatical leaves of absence may be granted to provide the staff member an opportunity for an intensive program of research and/or study, thus enhancing his effectiveness to the University as a teacher and scholar.

II. Regulations and Definitions

A. Eligibility

Members of the regular instructional staff who have completed six years of service in regular professorial ranks at the University are eligible for a sabbatical leave.

B. Duration and Compensation

1. A sabbatical leave may be granted for an entire annual appointment period or for one-half of the annual appointment period. The annual appointment period is defined as either a twelve-month or a University-year period.

2. The staff member granted a sabbatical leave for the entire appointment period shall receive one-half of the staff member's regular salary. A sabbatical leave granted for one-half of the annual appointment period provides regular salary.

C. Extra Compensation During Sabbatical Leave

1. A member of the professorial staff on sabbatical leave shall not render service for compensation in the University or another institution or enterprise. This does not preclude, however, the acceptance of a fellowship or other assistance in research. In each such case the source of additional funds and the fact that their use materially aids the planned research program of the staff member shall be fully set forth in the request for sabbatical leave, or if not known at that time, prior to the effective date of the sabbatical leave.

2. Compensation received from acceptance of a fellowship or other assistance in research including the sabbatical leave salary may not exceed the regular salary of the staff member.

D. Application for Sabbatical Leave

Application for sabbatical leave shall be made in writing and submitted to the Dean of the unit concerned not later than February 1 preceding the appointment year within which the leave is desired. The application must be accompanied by a statement of a well-considered plan for the sabbatical which includes its significance as a contribution to the professional effectiveness of the applicant and the best interest of the University.

E. Completion of Sabbatical

1. Upon completion of the sabbatical leave, the recipient shall submit a report of the results of the leave within 90 days following return from leave. The report shall be submitted to the chairman who will acknowledge receipt of the report (via memo) and forward a copy of the acknowledgment memo to the dean and to HR Records & Information Services. (In some instances, the dean's office may require a copy of the report) The report shall include:

    a) An account of activities during the leave, including travel itineraries, institutions visited and persons consulted.

    b) A statement of progress made on the sabbatical leave program as proposed in the application and an explanation of any significant changes made in the program.

    c) An appraisal of the relationship between the results obtained and those anticipated in the sabbatical leave program statement.

2. A staff member granted a sabbatical leave is required to return to the University for a period of at least one year following the completion of the sabbatical leave.

F. Determination of Years of Service

1. Years of service determined by the number of annual appointment periods (i.e., six 12-month appointments, six University-year appointments, or a combination of both totaling six).

2. Leaves of absence without salary are not considered in determining years of service applicable toward the sabbatical eligibility requirement.

3. Leaves of absence with salary (e.g., sick leave) are considered in determining years of service.

G. Health and Life Insurance

Subject to, and consistent with the Group Health Insurance Plans (Blue Cross, Blue Shield, Major Medical) and the Group Life Insurance Plan, coverage will be continued during a sabbatical leave of absence, unless specifically canceled by the staff member through visiting or writing the Benefits Office.

H. Retirement Plan (TIAA-CREF and Fidelity Investments)

For each month the staff member receives full pay, retirement plan contributions will continue at the full salary rate. For each month in which the pay received is one-half of the staff member's full salary, contributions will continue based on the one-half full salary rate.

I. Disability Plan

Disability plan protection will continue during sabbatical leave.

J. Sick Leave Plan

Sick leave plan benefits will continue during sabbatical leave.

K. Vacation

Staff members are not eligible for vacation allowance during the sabbatical leave.

L. Retirement Furlough Eligibility

In order to be eligible for a retirement furlough, an individual must not have taken a sabbatical leave during the four years preceding the beginning date of the retirement furlough.

III. Procedure

A. Request for Sabbatical Leave

RESPONSIBILITY		ACTION
Staff Member	1.	Submit written request (see Form J, attached) to appropriate Dean through the Chairman not later than February 1, preceding appointment year within which leave is desired (see II-D).
Chairman and Dean	2.	Review request to determine eligibility and appropriateness.

	3.	If approved, forward request to HR Records & Information Services by March 1, preceding appointment year within which the leave is desired.
HR Records & Information Services	4.	Review request and forward letter of approval to Office of the Executive Vice-President for Academic Affairs for signature.
Office of the Executive Vice-President for Academic Affairs	5.	Approve request, sign and return letter to Staff for Academic Affairs Records.
HR Records & Information Services	6.	Forward letter of approval to staff member with copies to appropriate units.
Chairman and Dean	7.	Complete and forward Form C thirty days prior to effective date of sabbatical leave to HR Records & Information Services.
HR Records & Information Services		Process Form C and distribute notice of appointment to appropriate departments and staff member. Give staff member notification of benefit continuation requirements.
Staff Member	9.	Prior to effective date of sabbatical leave, notify Payroll Department regarding retirement contributions (See H).

B. Return from Sabbatical Leave

Staff Member	1.	Submit to the Chairman a full report of the results of the leave within 90 days following return from leave.
Chairman	2.	Acknowledge receipt of the report and send copies of acknowledgment to the Dean and to HR Records & Information Services.
HR Records & Information Services	3.	Maintain letter of acknowledgment of receipt of sabbatical report in staff member's personnel file.

(FORM J) 201.30-2

THE UNIVERSITY OF MICHIGAN

Request for Sabbatical Leave

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To the Chair/Dean:

I hereby request a sabbatical leave of absence for the following period: (University Year 19 .....)

(Fall Term 19 .....) (Winter Term 19 .....) from ..... to .....),
specific dates if not University Year

with (half) (full) salary.

My plans for the use of this sabbatical leave, if it is granted, are indicated below:

(Please indicate here the specific purpose which you have in mind, its relationship to your general scholarly interests, and to scholarly work previously accomplished. If your plan involves a specific research project, please indicate to what extent progress has already been made and to what extent the sabbatical leave will assist you in bringing it to a conclusion. Please indicate also where you propose to carry on your work during the period of the leave.)

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I (have) (have not) (applied for) (received) 1. a fellowship 2. grant-in-aid 3. other assistance in research:

The source of funds is ..... Amount .....

There (is) (is not) an obligation to perform a service for the granting agency; The nature of the obligation

is .....

and the use of these funds materially aids my planned research program.

I have read the standard practice regulations (on the reverse of this sheet) relating to the granting of sabbatical leaves and hereby affirm that my plans for the use of a sabbatical leave are in accord with these regulations and I agree to return to the University for at least one year following the completion of my sabbatical leave.

Approved ..... Signed .....
CHAIR

Approved ....
DEAN NAME TYPED

Approved ....
PROVOST AND VICE-PRESIDENT FOR ACADEMIC AFFAIRS SOCIAL SECURITY NUMBER

#36620 *(Two copies of this form must be filed with the Dean. If the request is approved by the Dean, one copy will be transmitted to the Faculty and Staff Records Office, B-130 LSA Bldg., recommending approval of the request.)*

Rev. 4/90

Standard Practice Guide

Relating to Sabbatical Leaves of Absence

Sabbatical leaves of absence may be granted to provide the staff member an opportunity for an intensive program of research and/or study, thus enhancing his effectiveness to the University as a teacher and scholar. All sabbatical leaves will be reported monthly to the Board of Regents.

Members of the regular instructional staff who have completed six years of service in professorial ranks at the University are eligible for a sabbatical leave. A sabbatical leave may be granted for an entire annual appointment period or for one-half of the annual appointment period. The annual appointment period is defined as either a twelve-month or a University-year period. The staff member granted a sabbatical leave for the entire appointment period shall receive one-half of the staff member's regular salary. A sabbatical leave granted for one-half of the annual appointment period provides regular salary. A member of the professorial staff on sabbatical leave shall not render service for compensation in the University or another institution or enterprise. This does not preclude, however, the acceptance of a fellowship or other assistance in research. In each case the source of additional funds and the fact that their use materially aids the planned research program of the staff member shall be fully set forth in the request for sabbatical leave, or if not known at that time, prior to the effective date of the sabbatical leave. Compensation received from acceptance of a fellowship or other assistance in research including the sabbatical leave salary may not exceed the regular salary of the staff member.

Application for sabbatical leave shall be made in writing and submitted to the Dean of the unit concerned not later than February 1, preceding the appointment year within which the leave is desired. The application must be accompanied by a statement of a well-considered plan for the sabbatical which includes its significance as a contribution to the professional effectiveness of the applicant and the best interest of the University.

Upon completion of the sabbatical leave the recipient shall submit a report of the results of the leave within 90 days following return from leave. The report shall be submitted to the chair who will acknowledge receipt of the report (via memo) and forward a copy of the acknowledgement memo to the Dean and the Faculty and Staff Records Office. (In some instances, the Dean's office may require a copy of the report.)

A staff member granted a sabbatical leave is required to return to the University for a period of at least one year following the completion of the sabbatical leave.

In order to be eligible for a retirement furlough, an individual must not have taken a sabbatical leave during the four years preceding the beginning date of the retirement furlough and have had a professorial appointment prior to January 1, 1984.

Standard Practice Guide 201.30–2.