THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Personnel	**Number:**	201.30-4
		Revised:	
SUBJECT:	Scholarly Activity Leave	**Date Issued:**	4/1/82
		Attachment(s)	0
APPLIES TO:	Regular Instructional Staff, Primary Research Staff, Primary Librarians, and Primary Curatorial Staff		
ISSUED BY:	The Office of the Vice President for Academic Affairs and the Personnel Office		

I. Policy

Scholarly Activity Leaves not in excess of one year may be granted to members of the regular instructional staff or the regular primary staff by the President or his designated representative on recommendation of the Chancellor, Dean, or Directors. Such leaves may be granted to:

1. permit acceptance of "prestigious fellowships", or

2. permit acceptance of a temporary appointment at another institution when such appointment would, in the interest of the University, permit engagement in scholarly activities that are not otherwise practicably available, and that will significantly enhance the professional effectiveness of the individual.

II. Regulations and Definitions

A. Scholarly Activity Leaves for instructional staff will be reported monthly to the Board of Regents.

B. Compensation During Leave

1. Salary - Leaves will normally be without salary, but if the award or available salary is less than the instructional staff member's regular salary, at the Dean's or Director's request, a supplement may be provided to maintain the staff member's regular salary, or a portion thereof. Such supplements may be provided only if permitted by the rules of the fellowship or the other institution involved.

2. Benefits - The individual staff benefits -- health, life, dental, periodic physical, long term disability, retirement, and travel accident -- will be maintained with benefits based on the pre-leave salary. However, participation in and contributions for health, life, long term disability, and retirement will be continued during the leave only if the required staff member contributions are continued.

If the staff member is ineligible for University contributions for Long Term Disability prior to the leave, but accrues the required years of service during the leave, the staff member will become eligible for University contributions once the years of service are met. The staff member may also begin contributions if applicable. If the staff member is eligible to participate in a disability plan through another employer, University of Michigan plan protection is discontinued. If the staff member was not covered by the Dental Assistance Plan prior to the leave, but accrues the one year of service required during the leave, the staff member will not be eligible for dental coverage until he or she returns from the leave.

3. Vacation - No vacation allowance will be accumulated by the staff member or paid while on Scholarly Activity Leave. Vacation allowances accumulated prior to the leave will be available upon return to active service at the University.

4. Sick Leave - No sick leave allowance will be paid during the period of Scholarly Activity Leave. Sick leave allowances available prior to the leave will be available upon return to active service at the University.

5. Length of Service - University service will continue to be accumulated during the leave.

6. Sabbatical Equity - Sabbatical equity will not be earned during a Scholarly Activity Leave.

7. Retirement Furlough Equity - Retirement furlough equity will continue to accrue during a Scholarly Activity Leave.

C. Return Prior to Expiration - Return to active service prior to the expiration of the Scholarly Activity Leave will be at the option of the Chairman and Dean. Individuals who become incapacitated during a leave, resulting in cessation of external funding, will be returned to their former University status and provided any benefits which were available prior to the beginning of the Scholarly Activity Leave.

III. Procedure

RESPONSIBILITY		ACTION
Instructional or Primary Staff Member	1.	Submit written request for leave with appropriate supporting documentation.
Chairman/Dean/Director	2.	Review request. If approved, complete Appointment Change Request Form indicating "Scholarly Activity Leave" as the type of leave, and forward with supporting documentation through

RESPONSIBILITY		ACTION
		normal channels to the Faculty and Staff Records Office.
Faculty and Staff Records Office	3.	Review request and supporting documentation for conformity to policy, and complete processing.
Instructional or Primary Staff Member	4.	Contact Staff Benefits Office prior to the leave to arrange continuation of staff member's contributions to benefits.