

SABBATICAL LEAVES (APM 740)

Topics

- Eligibility
- Types of sabbatical
- Earning credits
- Using the charts for partial salary sabbatical
- Application process
- Reporting, post-sabbatical



QUALIFYING SERVICE

ELIGIBLE TITLES

(Per APM 740-11)

- Professors
- _____in A.E.S.
- Specialists in CE

ADDITIONAL FACTORS

- 50% time or more in eligible title
- full quarters/semesters of service in eligible titles

TYPES OF SABBATICAL



REGULAR SABBATICAL:

- Relieved from regular duties
- Salary is at full or partial salary
- Costs 9 credits per quarter (at full salary)

IN RESIDENCE SABBATICAL:

- Teach one regularly-scheduled class each quarter In Residence
- Paid at Full Salary
- Costs 6 credits per quarter

SABBATICAL CREDIT ACCRUAL

Example: Academic-Year Professor, hired Winter quarter 2015



Academic Year

2014-2015

2015-2016

2016-2017

2017-2018

Credits

2 (Winter and Spring)

3

3

2 (Fall and Winter)

10 credits as of 5/23/2018

* UC Davis does not cap accrual, but does cap an academic-year appointee's carry forward at 30.

SABBATICAL CREDIT ACCRUAL

Example: Fiscal-Year Professor, hired Spring quarter 2014



Academic Year

2013-2014

2014-2015

2015-2016

2016-2017

2017-2018

Credits

1 (Spring)

4

4

4

3 (Summer, Fall, and Winter)

16 credits as of 5/23/2018

*** UC Davis does not cap accrual, but does cap a fiscal-year appointee's carry forward at 40.**

More on accrual...

Sabbatical credits are NOT accrued

- On sabbatical leave
- On a fellowship*
- Leave without pay
- Leave with pay including administrative leave, sick leave, childbearing leave **for one full quarter**
- During an appointment of **more than 50%** to a University-sponsored research program, such as Miller Institute, Humanities Institute and Institute for Creative Arts
- During the first quarter of employment for a mid-quarter hire.
Example: FY Professor hired on January 2nd

* Sabbatical credits are not accrued while on a fellowship **UNLESS** the fellowship is not used in conjunction with sabbatical credits, and all regular duties are fulfilled.

More on accrual...



Sabbatical credits ARE accrued...

- On a leave with pay of less than one quarter
- During an appointment of less than 50% to a University-sponsored research program (described in Regents Standing Order 103.4; See APM 740 Appendix A)
- On a Faculty Development Award leave
- On a Special IPA agreement (not a leave)
- On Education Abroad leave

SABBATICAL CHART – ACADEMIC YEAR

<u>Qualifying Service</u>	<u>Eligible for:</u>		
	<u>1 Qtr</u>	<u>2 Qtrs**</u>	<u>3 Qtrs**</u>
6 Quarters	0.67 Salary*		
9 Quarters	Reg Salary		
12 Quarters	67% Salary*		
15 Quarters	83% Salary		
18 Quarters	Reg Salary		or 67% Salary*
21 Quarters	78% Salary		
24 Quarters	89% Salary		
27 Quarters	Reg Salary		

* Or regular salary if sabbatical leave is taken in residence.

** Salary is an average which may be paid unequally in different terms of leave.

(Reference: APM 740 – Charts I-IV)

SABBATICAL CHART – FISCAL YEAR

<u>Qualifying Service</u>	<u>Eligible for:</u>			
	<u>1 Qtr</u>	<u>2 Qtrs**</u>	<u>3 Qtrs**</u>	<u>4 Qtrs</u>
6 Quarters	0.67 Salary*			
9 Quarters	Reg Salary			
12 Quarters	67% Salary*			
15 Quarters	83% Salary			
18 Quarters	Reg Salary or		67% Salary*	
21 Quarters			78% Salary	
24 Quarters			89% Salary	67% Salary*
27 Quarters			Reg Salary	
36 Quarters				Reg Salary

* Or regular salary if sabbatical leave is taken in residence.

** Salary is an average which may be paid unequally in different terms of leave. (Reference: APM 740 – Charts I-IV)

APPLICATION FOR LEAVE

- Sabbatical report from previous Sabbatical
- Sabbatical Leave Request Form
 - Forms Online (moving to MIV in Summer 2018)
- Sabbatical proposal (See [APM 740-94](#))

RETURN SERVICE REQUIREMENT

- For each quarter on sabbatical, one must return to active University service for a period at least equal to the period of the leave.
- If an appointee fails to return to regular University employment after a sabbatical they are obligated to refund the entire salary they received while on sabbatical.



THE REPORT (APM 740-97)

How I spent my sabbatical leave.....

- What I did
 - Where it was done
 - Value of the sabbatical
 - Explanation of any significant changes from the approved proposal
- ❖ Submit report within a quarter of the return

