

## **Policy 6-314: Leaves of Absence**

### **I. Purpose and Scope**

(Reserved)

### **II. Definitions**

(Reserved)

### **III. Policy**

#### **Section 1. Purpose**

To outline the university's policy governing the terms and conditions of faculty sabbatical leaves, academic leaves, and administrative leaves and temporary releases from duty.

#### **Section 2. References**

[Policy 5-200](#), Leaves of Absence -- Health-Related

[Policy 5-201](#), Leaves of Absence -- Not Health-Related

[Policy 5-202](#), Leaves (Faculty and Administrative Personnel)

[Policy 5-301](#), Vacation Policy

#### **Section 3. Sabbatical, Academic and Administrative Leave Policy**

The university's sabbatical, academic and administrative leave program is available to all personnel holding regular faculty or academic librarian positions and to designated categories of personnel holding administrative positions, subject to the terms and conditions set forth herein.

#### **Section 4. Faculty Sabbatical Leaves**

A. Eligibility for Faculty Sabbatical Leave

1. For the purpose of faculty sabbatical leaves, the following definitions apply:
  - a. "Annual base salary" means the total compensation approved in advance as the amount payable to a faculty member for normal and expected working time and effort, not in excess of 100% of full-time, for all services to be performed under all assignments during the appointment period. This term does not include compensation for separate assignments during nonworking intervals, approved overload assignments in the Division of Continuing Education, additional compensation for occasional services or payments made pursuant to authorized consulting or professional service contracts. See [Policy 5-403](#), Additional Compensation and Overload Policy.
  - b. "Appointment date" means the effective date of appointment of an individual to a tenured or a tenure-producing faculty position.
  - c. "Academic service" means the cumulative time during which a faculty member has been engaged in the performance of services to the university, pursuant to that person's faculty appointment since the appointment date or, if the faculty member has had one or more previous sabbatical leaves, since the completion of the most recent sabbatical leave granted by the university.
2. The basic eligibility criterion for a faculty sabbatical leave is six years of academic service in a tenured or tenure-producing faculty position at the University of Utah.
3. A previous leave of absence other than a regular sabbatical leave may, in the discretion of the university, be considered as a factor relevant to a decision to grant or deny a request for a faculty sabbatical leave.

4. Upon recommendation of the president, the Board of Trustees may waive the basic eligibility criterion when in its judgment unusual conditions exist which justify granting a requested faculty sabbatical leave.

#### B. Compensation Standards

1. A faculty sabbatical leave may be taken for one or two semesters or for one, two, three or four halfsemester "sessions." Except as provided in paragraph (3) of this subsection B:
  - a. An approved faculty sabbatical leave for one teaching session shall be at the full annual base salary for the recipient during the year in which the leave is taken; leave for one teaching semester shall be accompanied by a reduced salary, for the entire year, of 95 percent of annual base salary; leave for one teaching semester and for one additional "session" (or for three "sessions") shall be accompanied by a reduced salary, for the entire year, of 85 percent of annual base salary; and leave for two teaching semesters shall be accompanied by a reduced salary, for the entire year, of 80 percent of the annual base salary.
  - b. In colleges which employ faculty on a twelvemonth academic year basis, leave for three months shall be at the full annual base salary, leave for six months shall be at 95 percent for the entire year of annual base salary, leave for nine months shall be at 87 percent for the entire year of annual base salary, and leave for twelve months shall be at 80 percent for the entire year of annual base salary.
2. The period of sabbatical leave and the compensation allowed shall be commensurate with the proportion of full-time service performed by the faculty member involved, unless otherwise stipulated in a phased retirement agreement.
3. Limitation on Sabbatical Compensation:

- a. If the recipient of the sabbatical leave obtains a foundation grant or other compensation from nonuniversity sources for the period of the leave, the university shall not be obligated to pay more than that amount of sabbatical compensation which, when added to the nonuniversity compensation, will equal 110 percent of the individual's annual base salary for the period of leave. If an allowance for transportation and/or cost-of-living differential is included in the outside compensation, the amount of this allowance will be disregarded in computing the sabbatical compensation to be paid by the university.
  - b. A faculty member who is on sabbatical leave of absence, whether in residence or away from the campus, may not, as an employee, provide any services to the university for which compensation is paid in excess of the approved sabbatical compensation.
4. Budget Requirements:
- a. Department chairpersons and college deans shall provide in their budgets for salaries of members of their faculty who will be on sabbatical leave and for salaries of any teaching personnel whom the departments and colleges expect to employ as temporary replacements of faculty members granted sabbatical leave.
  - b. In order to make as many sabbatical leaves available as possible, it is expected that the departments normally will absorb the instructional loads of faculty members who are granted sabbatical leaves.

#### C. Purposes of Faculty Sabbatical Leaves

Sabbatical leaves are granted to faculty members only for purposes that will improve the ability of the recipient to discharge effectively his/her teaching, research or service obligations to the university, including:

1. Research and writing in the recipient's field of specialization.

2. Regular attendance at classes or laboratories of a university or institution of higher learning.
3. Pursuance of an advanced degree in the recipient's field of specialization.
4. Other specifically defined purposes which would clearly further the objectives of the sabbatical leave plan.

D. Procedure for Faculty Sabbaticals

1. Applications for sabbatical leaves from faculty members engaged primarily in teaching and research shall be submitted to the chairperson of the department in which the applicant is employed, and shall describe in detail the purpose for which the leave is requested and the manner in which it is expected to improve the applicant's ability to discharge his/her obligations to the university. The chairperson of the department shall forward the application with a recommendation as to its disposition to the dean of the college, who shall transmit it, together with his/her own recommendation to the cognizant vice president. If the latter is of the opinion that the leave applied for ought to be granted, a report and recommendation to that effect shall be submitted to the president and, if the president concurs, to the Board of Trustees for final approval.
2. Applications by faculty members holding appointments in more than one department or college shall be submitted to and be the subject of a recommendation from each cognizant chairperson, dean and vice president.
3. Upon the conclusion of a sabbatical leave, the recipient shall file with the cognizant vice president and dean a report of his/her activities during the leave and of the extent to which the purposes of the leave were met.

**Section 5. Leave Policy for Faculty on Twelve-Month Appointments**

Faculty members holding appointments under twelve-month agreements are eligible to request either a faculty sabbatical leave under Section 4, or an administrative leave under Section 6.

## **Section 6. Leave Policy FOR Administrators with Faculty Appointments**

### **A. Eligibility**

1. Administrative officers classified in Category B or Category C (see [Policy 5-001](#)) who serve under twelve-month agreements and who also hold faculty appointments, shall be eligible after three or more consecutive years of university service, to request in lieu of one year's accrued vacation a three-month or one-session administrative leave with full pay for purposes of research or investigation or to acquire professional experience of value and significance to the university. Administrative leave under this section will be allowed only if no other administrative or sabbatical leave with pay or with partial pay has been taken during the preceding three-year period.
2. Administrative officers of the university, described in Subsection A.1 of this Policy are also eligible for a faculty sabbatical leave pursuant to Section 4 if the requirements of that section are satisfied.

### **B. Standards and Procedures**

1. Unless the cognizant vice president approves other arrangements in advance, the administrative leave must be taken in the summer months and not require employment of a replacement.
2. Administrative leaves under this section are subject to such conditions as the president may prescribe.

## **Section 7. Leave Policy for Administrators without Faculty Appointments**

### **A. Eligibility**

1. Administrative officers classified in Category B (see [Policy 5-001](#)) and who do not hold faculty appointments are eligible after three or more years of consecutive university service to request administrative leave with full pay if

- no other administrative leave with full or partial pay has been taken during the preceding three-year period, and if the purpose of the leave will be of value to the university in that the recipient is expected to engage in significant research or investigation, acquire professional training or experience or complete the final phase of a doctoral degree.
2. Administrators classified in Category D (see [Policy 5-001](#)) are eligible for administrative leave with full pay if they meet the criteria described in the preceding paragraph, except that the purpose of the leave must be specifically to complete the final phase of a doctoral level program that has particular value to the university.

#### B. Standards and Procedures

1. Administrative leave under this section is subject to such conditions as the president may prescribe and shall be limited to a period of three calendar months unless the Board of Trustees, upon recommendation of the president, approves a longer period.
2. Unless specific arrangements to the contrary are approved in advance by the president, leave will be granted under this section only upon the understanding that the recipient will contribute one year's increment of annual vacation to the period of the leave.

### **Section 8. Leave Policy FOR Academic Librarians**

#### A. Eligibility

1. Full-time academic librarians shall be eligible, after three or more consecutive years of full-time service, to the university as academic librarians to request a three-month academic leave with full pay for the purpose of pursuing work toward an advanced degree.
2. Full-time academic librarians who have taken no leave with pay during the preceding six years shall be eligible, after six or more consecutive years of full-time service to the university as academic librarians, to request a three-

month academic leave with full pay, a six-month leave with 95 percent of annual base pay for the entire fiscal year, a nine-month leave with 87 percent of annual base pay for the entire fiscal year, or a twelve-month leave with 80 percent of annual base pay for the entire period, for the purpose of study, research or other professional experience of value to them in their university employment as librarians.

**B. Standards and Procedures**

1. An application from an academic librarian for academic leave shall be submitted to the cognizant library director who shall transmit it, together with his/her recommendation, to the cognizant dean or vice president. If the latter is of the opinion that the requested leave should be granted, an appropriate recommendation shall be submitted to the president and, if the president concurs, to the Board of Trustees for final action.
2. In all other respects, academic leaves for academic librarians shall be subject to the same requirements, obligations and limitations as are applicable to faculty sabbatical leaves.

**Section 9. Rights and Obligations of Personnel on Sabbatical, Academic or Administrative Leave**

**A. Application**

This section applies to all recipients of sabbatical, academic or administrative leaves under Sections 4, 5, 6, 7 and 8 of this Policy.

**B. Obligation to Return to University**

The recipient of a leave must agree to return to the service of the university after the termination of the leave for a period of time at least equal to the length of the leave. If he/she does not so return, or returns for a shorter period of service than required under this regulation, the university will be entitled to a proportionate refund of the compensation paid by the university during the leave. Upon a



determination that the enforcement of this obligation will create an extreme hardship or would be seriously inequitable, the president may waive the refund in whole or in part. For the purpose of this paragraph, "compensation" includes salary plus all payments from university funds for benefits.

#### C. Benefits During Leave

To the extent permitted by law, personnel on leave will be regarded as in active university employment status for purposes of benefits and will continue to receive and accrue such benefits under applicable university policies as if they were in active university service, except that payments for insurance premiums and retirement contributions which are related to amount of the employee's compensation will be based upon actual payments made to the individual by the university during the period of the leave and not upon the budgeted salary for the position. Subject to legal restrictions, the individual may make arrangements with Personnel Administration for personal payment of additional amounts, if necessary, to maintain full insurance and retirement benefits during the period of the leave.

### **Section 10. Temporary Release from Duty**

#### A. Temporary Release from Duty

A temporary release from regular duty may be granted by the president of the university to any university officer or employee upon such conditions as the president determines are in the best interest of the university.

#### B. Other Temporary Leaves

Temporary leaves of absence for reasons of disability, military service and training, political candidacy, election to public office, service as a juror or witness and for special personal reasons, are governed by [Policy 5-200](#) and [5-201](#). (See also Section 11, following.)

### **Section 11. Leaves of Absence Without Pay**

## A. Policy

A faculty member or an academic librarian may be entitled to a leave without pay for up to twelve (12) weeks under the Family Medical Leave Act, and may so request pursuant to [Policy 5-200](#). Also, a faculty member or an academic librarian may request a leave of absence without pay for periods ranging up to one academic calendar year. Circumstances under which such leave may be requested may include, but are not limited to, natural childbirth, adoption of a child, illness of a member of the immediate family and disability of a dependent. A request for leave of absence without pay should be submitted in writing to the individual's department chairperson or other immediate supervisor who shall forward it, with a recommendation for its disposition, through regular administrative channels to the president. If the president concurs with the request, it shall be submitted to the Board of Trustees for final approval. A request for renewal of a leave of absence without pay shall be initiated, reviewed and submitted for final approval in the same manner. For purposes of this policy, the definition of "immediate family" here shall include the definitions of "child", "parent" and "spouse" given in [Policy 5-200](#), Section III (For a description of regulations governing health-related leaves see [Policy 5-200](#) and for a description of regulations of leaves in cases of jury duty, funerals, political activities, military service, and other special leaves, see [Policy 5-201](#).)

## B. Duration

Only in exceptional circumstances will a continuous leave of absence for a period in excess of two calendar years be approved.

## C. Benefits

Benefits during a leave without pay for a faculty member or an academic librarian are subject to the same policies as other leaves without pay. (See [Policy 5-200](#) and [5-201](#).)

## Section 12. Partial Leaves of Absence with Partial Pay

A faculty member or academic librarian may request a partial leave of absence entailing release from onethird, one half or some other fraction of normal fulltime duties, with a corresponding reduction in regular full-time salary. A request for partial leave of absence with partial pay, or a request for renewal of such a leave, should be submitted and reviewed for possible final approval in the manner provided in Section 11, above (Leaves of Absence Without Pay). Requests for partial leaves below .75 full time equivalent must be made under Policy 6-320.

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[Note: Parts IV-VII of this Regulation (and all other University Regulations) are Regulations Resource Information – the contents of which are not approved by the Academic Senate or Board of Trustees, and are to be updated from time to time as determined appropriate by the cognizant Policy Officer and the Institutional Policy Committee, as per Policy 1-001 and Rule 1-001.]

#### **IV. Rules, Procedures, Guidelines, Forms and other Related Resources**

- A. Rules
- B. Procedures
- C. Guidelines
- D. Forms
- E. Other related resource materials

#### **V. References**

[Policy 5-200](#), Leaves of Absence -- Health-Related

[Policy 5-201](#), Leaves of Absence -- Non Health-Related

[Policy 5-202](#), Leaves (Faculty and Administrative Personnel)

[Policy 5-301](#), Vacation Policy

## VI. Contacts

The designated contact officials for this Policy are:

- A. Policy Owners (primary contact person for questions and advice): Associate Vice President for Faculty and the Associate Vice President for Health Sciences.
- B. Policy Officers: Sr. Vice President for Academic Affairs and the Sr. Vice President for Health Sciences.

These officials are designated by the University President or delegee, with assistance of the Institutional Policy Committee, to have the following roles and authority, as provided in University Rule 1-001:

"A 'Policy Officer' will be assigned by the President for each University Policy, and will typically be someone at the executive level of the University (i.e., the President and his/her Cabinet Officers). The assigned Policy Officer is authorized to allow exceptions to the Policy in appropriate cases.... "

"The Policy Officer will identify an 'Owner' for each Policy. The Policy Owner is an expert on the Policy topic who may respond to questions about, and provide interpretation of the Policy; and will typically be someone reporting to an executive level position (as defined above), but may be any other person to whom the President or a Vice President has delegated such authority for a specified area of University operations. The Owner has primary responsibility for maintaining the relevant portions of the Regulations Library... . [and] bears the responsibility for determining -requirements of particular Policies... ." University Rule 1-001-III-B & E

## VII. History

Renumbering: Renumbered as Policy 6-314 effective 9/15/2008, formerly known as PPM 8-8s.

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Approved by Board of Trustees: May 10, 2011, with effective date of July 1, 2011

[Legislative History](#) of Revision 7

Earlier revisions:

[Revision 6](#): Effective dates May 12, 1997 to June 30, 2011