

Sabbatical Leave Guide

What is sabbatical leave?

- Sabbatical leaves are intended for academic study, research, writing, and similar activities including:
 - (i) research, scholarly and artistic work; or
 - (ii) teaching; or
 - (iii) clinical practice; or
 - (iv) other work related to the applicant's University duties.
- Sabbatical leaves provide a means by which employees increase their knowledge, further their research, stimulate intellectual interests, strengthen their contacts with the world-wide community of scholars, thus enhancing their contribution to the University on their return.
- Employees on sabbatical leave are encouraged, but not required, to leave the University during part or all their period of leave.

What are the sabbatical options?

- Except for Professors of Teaching, an employee with tenure shall first be eligible to be considered for a sabbatical leave **after six years of service** at the University provided that:
 - In each of the six years the employee had tenure
 - The year was counted as a year of probationary service in earning tenure, or as stipulated in Article 21.7.1.10.
- An employee shall also be eligible to apply for a six-month sabbatical leave after an additional three years of service or a six-month or twelve-month sabbatical leave after an additional six years of service following the date of completion of the employee's last sabbatical leave.
 - 12-month sabbatical leave=90% salary (after an additional 3 years of service)
 - 6-month sabbatical leave=90% salary (after an additional 3 years of service)
 - 6-month sabbatical leave=100% salary (after an additional 6 years of service)
- If all or part of an employee's service is on a part-time basis, the employee's qualifying service shall be based on academic years of service. The sabbatical stipend shall be prorated according to the provisions of [article 20.8.2](#).

Who is eligible for sabbatical leave?

Professors, Research Focus:

- An employee with tenure will be first eligible to be considered for a sabbatical leave after six years of service at the University provided that in each of the six years the employee had tenure, and the year was counted as a year of probationary service in earning tenure (first sabbatical only) or as stipulated in article [21.7.1.10](#).
- An employee shall also be eligible to apply for a six-month sabbatical leave after an additional three years of service or a six-month or twelve-month sabbatical leave after an additional six years of service following the date of completion of the employee's last sabbatical leave.
- The years of service do not need to have been continuous.
- Educational leave and other leaves of absence normally shall not count as qualifying service.

Professors of Teaching:

- Professors of Teaching shall first be eligible to be considered for a four-month sabbatical leave after six years of service at the University provided that in each of the six years the employee had tenure, the year was counted as a year of probationary service in earning tenure or as stipulated in article [21.7.1.10](#).
- Professors of Teaching shall also be eligible to apply for a four-month sabbatical leave after an additional three years of service following the date of completion of the employee's last sabbatical leave.
- The years of service do not need to have been continuous.
- Educational leave and other leaves of absence normally shall not count as qualifying service.

A faculty member has been on maternity/parental/adoption leave. Does this affect eligibility?

- An employee shall be entitled to count up to one year of each maternity, parental or adoption leave as qualifying service toward sabbatical leave.
- The employee still must meet eligibility requirements based on qualifying service.

The faculty member is a department head or assistant dean. Does this affect eligibility for a sabbatical?

- The years of service as a Department Head or Assistant Dean shall count toward either administrative leave or sabbatical leave, but not both.
- A sabbatical leave nullifies all previous accumulated service for an administrative leave.
- Upon completion of the appointment and subsequent administrative leave of a Department Head or Assistant Dean, the years of service credited towards sabbatical prior to the appointment as Department Head or Assistant Dean shall be credited towards the next sabbatical leave (no loss of time).
- If a sabbatical leave is taken immediately following an administrative leave, the maximum duration of the combined leaves will be twelve months.
- If a sabbatical leave is taken one year following an administrative leave, the year of deferral shall be credited as qualifying service toward a future sabbatical leave.
- If a Department Head or Assistant Dean takes a sabbatical leave or administrative leave during the initial appointment, the term of the appointment shall be extended by the length of the leave. The period of the leave will not be credited as qualifying service for a future leave.
- If the Department Head or Assistant Dean takes a sabbatical leave or administrative leave during the period of reappointment, the term of the reappointment shall be extended by the length of the leave. The period of the leave will not be credited as qualifying service for a future leave.

Do partial years count towards sabbatical eligibility?

- If an employee is appointed after July 1 but prior to January 1, the partial year shall count as a full year.
- If an employee is appointed on or after January 1 but before July 1, the partial year shall count as a half-year.

The faculty member has been on a leave-what are the potential effects?

- Absence from duties, other than educational leave and the first year of maternity/parental/adoption leave or primary caregiver leave, for a period more than three consecutive years nullifies previously accumulated qualifying service.
 - E.g. Long-term disability, service as OOS senior administration
- Individual or accumulated periods of approved leave of less than six months' total duration within an academic year shall not be deleted from an employee's eligible service.

When should a sabbatical request for approval be recommended?

- The Dean of each College shall determine which sabbatical leave applications are acceptable.
 - The Dean may delegate this task to a College Sabbatical Leave Committee.
- A sabbatical leave shall be recommended when the applicant is eligible for a sabbatical leave and has put forward a sabbatical leave project that demonstrates, to the satisfaction of the Dean or College Sabbatical Leave Committee, that the leave will be of sufficient benefit to the University and to the employee to justify its award.
- The benefits shall be judged in terms of:
 - (i) research, scholarly and artistic work; or
 - (ii) teaching; or
 - (iii) clinical practice; or
 - (iv) other work related to the applicant's University duties.
- The employee's past performance on sabbatical can be an influencing factor in the approval.
- [guidelines-for-sabbatical-leave-applicants-2021.pdf \(usask.ca\)](#)

What is a College Sabbatical Leave Committee?

- The Committee shall consist of the Dean or designate, who shall be Chair, and three employees from the College named by the College Review Committee.
- Members of the committee shall have been on sabbatical leaves during their careers.
- Employees applying in the current year for sabbatical leave shall not be eligible for service on the College Sabbatical Leave Committee.
- The powers of the College Sabbatical Leave Committee:
 - (i) to receive and review all sabbatical leave applications from members of the College;
 - (ii) in Departmentalized Colleges, to invite Department Heads to comment upon all applications from their respective departments. A copy of the comments made by the Department Head shall be provided to the applicant employee;

- (iii) to request additional information from individuals whose applications need clarification;
- (iv) to consider the applicant's past sabbatical leave performance;
- (v) to determine which applications are acceptable and which are not acceptable in accordance with Article 20.4.
- (vi) to provide, in writing, the reasons for judging an application as not acceptable to the applicant employee.

What is a Sabbatical Leave Appeal Committee?

- A Sabbatical Leave Appeal Committee determines all appeals from employees whose applications for sabbatical leave were determined to be not acceptable or whose applications for a sabbatical leave research grant were denied.
- The Sabbatical Leave Appeal Committee shall consist of the Provost and Vice-President Academic as Chair, the Vice-President Research or designate, and six other employees chosen by lot from the Appeals Panel.
- Employees applying in the current year for sabbatical leave shall not be eligible for service on the Sabbatical Leave Appeal Committee.
- Employees will serve a two-year term on the committee, and three new members will be selected each year.
- The six employees shall have taken a sabbatical leave at some time during their employment at the University of Saskatchewan.
- No member of the Sabbatical Leave Appeal Committee shall have been a member of the College Sabbatical Leave Committee for the current year. Vacancies in the committee shall be filled by choosing additional employees by lot from the Appeals Panel (Article 16.3.5.1) for a one-year term.
- One observer named by the Faculty Association shall be entitled to be present at all meetings held by the Sabbatical Leave Appeal Committee; that observer shall not have been a member of a College Sabbatical Leave Committee during the current year.

The powers of the Sabbatical Leave Appeal Committee:

- (i) to consider and determine written appeals from individuals whose applications were determined by the Dean or College Sabbatical Leave Committee not to be acceptable;
- (ii) to consider and determine written appeals from individuals whose application for a sabbatical leave research grant (Article 20.11) has been denied.

Can sabbatical leave be postponed for business purposes?

- Yes. Only the Dean may postpone for one year the sabbatical leave of an employee with an acceptable sabbatical leave project, if:
 - (i) The number of acceptable applications in any College exceeds $1/8 \times$ the number of tenured faculty.
 - (ii) An adequate replacement cannot be found for an employee.
 - (iii) An adequate replacement cannot be found after consultation by the Dean of Medicine with a representative of the board of the health region, for an employee who requires hospital privileges to perform the employee's assigned duties.
- Such an employee shall have first claim on sabbatical leave in subsequent years. The year of postponement shall count as a year of qualifying service for the employees' next sabbatical leave.
- The ability to postpone is the authority of the Dean and no approval or agreement is needed from the employee.

How many times can a sabbatical leave be postponed by the Dean?

- The Dean may postpone the sabbatical leave of an employee with an acceptable sabbatical for only one year.

Can sabbatical leave be postponed by a faculty member?

- No. Employees who have been granted a sabbatical leave may cancel it but not postpone it.
- Only the Dean has authority to postpone a sabbatical leave.

Can a faculty member cancel a sabbatical leave which has already been approved?

- Yes. An employee who has been granted a sabbatical leave may cancel the leave:
 - Before 31 March of the academic year in which the leave is granted if the leave is to begin July 1.
 - Before 30 September if the leave is to begin January 1.
- After these dates the leave may be cancelled only with the approval of the candidate's Department Head **and** Dean or the candidate's Dean in the case of non-departmentalized Colleges.

- If an employee requests to cancel a sabbatical after the sabbatical has started, the sabbatical will be deemed as served. The unused sabbatical period or sabbatical credits can not be considered towards a future sabbatical.

What are the responsibilities of faculty on a sabbatical leave?

- During the period of sabbatical leave the employee's assigned duties shall consist of work on the approved sabbatical project.
- A report on the work done related to the sabbatical project shall be submitted by the employee to the Dean or Committee, through the Department Head or Dean, not later than three months after the end of the sabbatical leave.
- An employee who takes sabbatical leave is expected to return to service at the University for a period equivalent to the duration of the sabbatical leave.

What is the payment agreement while on sabbatical leave?

Full-time

- Employees on sabbatical leave for twelve months=90% of their regular salary
- Six months after six years of service=100% of their regular salary
- Six months after an additional three years of service= 90% of their regular salary
- Employees may be requested to take their regular leave in two three-month periods where assigned duties include provision of medical services, in which case they shall receive:
 - 100% of their regular salary for a six-month sabbatical leave after six years of service
 - 90% of their regular salary for a six-month sabbatical leave after an additional three years of service
- Professors of Teaching shall receive 100% of their regular salary for the four-month period of their sabbatical leave.
- If an employee receives salary from a source other than the University for activities that are part of the employee's sabbatical project, the employee's University salary shall be adjusted so that the combined salary does not exceed 100% of the employee's University salary by a significant amount.
 - If they provide information to the Dean or Committee to show travel, research and other extraordinary expenses of the leave, the Employer shall allow such combined salary in excess of 100% of university salary as is justified by these extraordinary expenses.
 - In no case shall the Employer pay in excess of the amount of University salary referred to in Article 20.8.

- An employee on sabbatical leave may engage in consulting, employment and clinical practice in accordance with Article 18.6.

Part-time

- The sabbatical stipend will be prorated based on the number of years of equivalent fulltime.
- If the qualifying service is greater than the minimum number of years required, the years most advantageous to the employee shall be selected as the basis for calculating the stipend.

Considerations for promotion and special increases while on sabbatical leave.

- An individual on sabbatical leave shall be eligible for promotion or a special increase on the same basis as any other employee.

Sabbatical Leave Research Grant

- Employees shall be entitled to receive a portion of their sabbatical salary in the form of a research grant if they can reasonably demonstrate to the appropriate research committee that such funds are required for the research to be carried out during their sabbatical leave.
 - The grant may include funds for travel, certain living expenses while away from Saskatoon, research materials, books, telephone, copying, and for such other items as are related to the research costs.
 - The tax status of expenditures under the research grant is a matter to be settled between the individual and Canada Revenue Agency
- If an employee's application for a research grant has been denied, the employee shall be entitled to appeal to the Sabbatical Leave Appeal Committee.

Sabbatical Expense Account

- Each employee who has been granted a sabbatical leave is provided with an accountable sabbatical expense account of \$5,000.
- This allowance shall be used for expenses incurred during the sabbatical leave that meet the following criteria:
 - are allowable expenditures according to university guidelines ([What type of sabbatical expenses can I claim for reimbursement? - ConnectionPoint KB - Wiki \(usask.ca\)](#)); and
 - are incurred to assist with completion of the sabbatical leave project.
- Sabbatical expense claims must be submitted for reimbursement not later than three months after the conclusion of the sabbatical leave.

What are the timelines for submission and approval?

- (i) by September 30, all sabbatical leave applications shall have been made to the Dean or College Sabbatical Leave Committee for leaves to begin in the following academic year;
 - a. [Microsoft Word - INFORMATION FOR SABBATICANTS 2011.doc \(usask.ca\)](#)
- (ii) by October 31, the Dean or College Sabbatical Leave Committee shall have determined which sabbatical leave projects are acceptable and which are not acceptable, and the applicants shall have been informed.
- (iii) by November 15, all appeals shall have been filed with the Sabbatical Leave Appeal Committee;
- (iv) by November 30, all appeals shall have been considered by the Sabbatical Leave Appeal Committee, and the appellants informed of the Committee's decision;
- (v) by December 15, each Dean shall have informed the members of the College who have acceptable sabbatical leave projects whether the Dean will transmit to the Board a recommendation for granting of the employee's leave during the subsequent academic year, or a recommendation for delay of leave.

Periods of Leave

- Full-year sabbatical leaves shall normally commence on July 1.
- Six-month sabbatical leaves shall normally commence on January 1 or July 1.
- Four-month leaves for Professors of Teaching shall normally commence on September 1 or January 1.
- An employee may arrange the period of the sabbatical leave at other dates, subject to the approval of the Dean.

A faculty member is moving during the time of sabbatical. Can they expense relocation?

- No. Relocation is not a benefit offered throughout the sabbatical period.

Consideration of medical leaves during sabbatical

- A sabbatical leave is still an assignment of duties and medical leaves that occur during a sabbatical should be treated like any other medical leave.
- A sabbatical leave is not postponed, deferred, or extended by a medical leave.
- The period of sabbatical is cancelled during the period covered by a medical leave.
- The faculty member would need to apply for STD with continuing supporting medical.

- If the STD benefit is approved, the sabbatical period is replaced by medical leave, and the compensation will be adjusted to reflect the medical leave benefit.
- If the employee is not fit to return to work within the STD coverage, the LTD process applies.
- If the faculty member is provided medical clearance to return to work during the sabbatical, they would return to sabbatical for the remainder of the sabbatical leave.