

INFORMATION FOR SABBATICANTS

The following information outlines the terms and conditions pertaining to sabbatical leaves, and describes your entitlements and responsibilities. Please read this information, and take it with you when you go on sabbatical leave.

The terms and conditions pertaining to sabbaticals are found in Article 20 of the Collective Agreement. We recommend that you read the entire article. This document points out the main provisions, and provides additional information on procedures to be followed.

1. cancelling a Sabbatical Leave

If you find it necessary to cancel your sabbatical leave, please note the dates included in Article 20.6.2:

“An employee who has been granted a sabbatical leave may cancel such leave before 1 May of the year in which the leave is granted if the leave is to begin July 1 or before 1 November 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 dean in the case of non-departmentalized colleges.”

2. Responsibilities of the Sabbaticant

Return to service at the university for a period equivalent to the duration of the sabbatical leave (20.7.1).

Carry out assigned duties – your assigned duties are the work involved in the approved sabbatical project (20.7.2). This means that **any changes** in the sabbatical project **require prior approval of your head, dean and, if appropriate, the College/School Sabbatical Leave Committee**, including:

- change from 6 months to 12 months or vice versa
- other change in dates
- any substantive change in the project itself
- change in location

If in doubt, seek approval before rather than after.

Salary from a source other than the University (20.8.1). If you will be earning salary from another source that will bring your total salary to more than 100% of your University salary, you must advise the Vice-Provost, Faculty Relations. Read Article 20.8.1 so that you are aware of its provisions.

Provide a report within three months of end of sabbatical (20.7.3). Reports are used by the Dean/Executive Director or Committee the next time you apply; past performance on a sabbatical is one criterion used by the Committee in deciding on applications. They also provide the University with useful information on the benefits of the sabbatical program. The report should be limited to no more than five to ten pages. It should contain a concise description of your activities in the content of the approved sabbatical proposal and your accomplishments. For example, a list of manuscripts prepared and submitted,

papers or books published, grants prepared and submitted, conference presentations or performances, invited seminars, student theses supervised etc. would help the committee appreciate the value of your sabbatical to the University. Submit your report to the Dean/Executive Director with a copy to the Vice-Provost, Faculty Relations.

3. **Entitlements of the Sabbaticants**

Accountable travel expense account (22.13). This account, currently in the amount of \$4,000, is to be used for travel expenses incurred during the leave. Access via Concur Travel & Expense Online System (original receipts required). Expense report must be submitted no later than three months after the conclusion of the sabbatical leave. Travel advances are not issued against this fund, although it can be used to pay for a ticket prior to leaving.

Accountable professional expense fund (22.12). This is available to all faculty, including sabbaticants. Claims are submitted through Concur (original receipts required). Note that the collective agreement provides for unused amounts to be carried forward into the next year, as long as the individual remains an employee of the university.

Sabbaticants are eligible for promotion and for special increases while on sabbatical. (20.10).

Sabbatical leave research grant (20.11). This is a provision for receiving a portion of your salary as a research grant. Please note this applies only to leaves involving research projects. For more information and an application form, please see the Vice-Provost, Faculty Relations website at <https://vpfaculty.usask.ca/leaves/index.php#SabbaticalLeave>