

## **2017-2018 Leave with Pay Application**

### **Sabbatical Award and Difference in Pay Award**

**Deadline for Submission: October 3, 2016**

#### **PURPOSE**

The purpose of the leave with pay is to enable a faculty member to undertake professionally related activities which cannot be undertaken in the course of the person's full-time university responsibilities. Such leaves should result in developing the skills, the understandings, and professional satisfactions of the individual, thereby benefiting the university.

The leave with pay shall be granted for the purpose of research, scholarly and creative activity, instructional improvement or faculty retraining, general study, and/or travel in connection with any of the above. Other purposes with potential for service to the university are equally appropriate. No one of the above mentioned purposes for a leave should be given priority.

#### **TYPES OF LEAVES WITH PAY**

There are two types of leave with pay available, Sabbatical Leaves and Difference in Pay Leaves. Sabbatical leaves may be granted for one semester with full pay; or for two semesters with half pay. Difference in pay leaves may be granted for one or two semesters at a difference in pay between the recipient's salary for each leave semester and the salary of instructor step 1 at a difference in pay between the recipient's salary and the salary of instructor step 1.

The review process is different for the two types of leaves, the first level of review for a Sabbatical Leave is led by the college leave with pay committee and the first level of review for a Difference in Pay Leave is led by a departmental committee. Please consult the Academic Senate Leaves with Pay Policy for full details and procedures regarding both types of leaves: <http://senate.sfsu.edu/policy/leaves-pay-policy>.

Although only one leave may be taken in the applicable academic year, you may apply for both types of leave concurrently. Two applications must be submitted if you are interested in applying for both.

#### **SUBMISSION**

For Sabbatical Leaves, submit the original application and the necessary copies to your college office. This will include the original application and 10 copies. For Difference in Pay leaves, submit the original application and the necessary copies for the departmental committee to your department office. This includes original and 3 copies.

#### **BOND WAIVER/WAIVER OF BOND**

All leave with pay recipients must post a bond in the amount of the salary to be paid during the leave or, more commonly, obtain a waiver of the bond. The waivers of bond must be notarized. If you are awarded a leave, you must submit this documentation within 6 weeks of the notification of the award.

# 2017-2018 Leave with Pay Application Difference in Pay

**Submit application to College Dean/University Librarian by October 3, 2016**

## **SECTION I: Applicant Information**

Name E-mail address

College Department

Address Phone number

TT Hire Date Academic Rank

Dates of your last leave with pay: Dates of leaves WITHOUT pay, full/part-time,  
taken since your last leave WITH pay:

.....  
Type and Duration of Leave requested:

One semester: Academic Year:  
Fall 2017 2017-18  
Spring 2018

**Difference between your salary and the minimum salary of the Instructor rank**  
.....

Does the proposed project require approval by the Institute Review Board?

Yes (see more information at <http://research.sfsu.edu/protocol/>)

No

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**PLEASE ATTACH A COPY OF YOUR MOST RECENT CV**

**SECTION II: Proposed Description of Leave with Pay**

Attach a detailed description of less than 1000 words of your proposed plan for a leave with pay. Statements of the resulting benefits that will accrue to you, the University, and its students through this creative and scholarly work; a leave activity plan; and the probability of completion by the end of the leave should be included.

**SECTION III: Certification**

I recognize that this leave, if granted, will be pursuant to Articles 27 or 28 of the Unit 3 Agreement, together with any amendments subsequently issued thereto. I agree to abide by the terms of the Articles stipulated, and the policies and procedures referred to therein should this application be approved. I further understand that if I fail to render service to San Francisco State University following leave with pay, my leave status for the time on leave will be changed retroactively from leave with pay to leave without pay; that as a consequence I will lose the San Francisco State University contribution to retirement, health, and social benefits for the period of leave; and that I will be required to repay leave salary to San Francisco State University within one year following expiration of the leave with pay.

Applicant Signature

Date

**By signing below, I acknowledge receipt of this application**

Department Chair/School Director Signature

Date

College Dean/University Librarian Signature

Date