

2018-2019 Leave with Pay Application

Sabbatical Award and Difference in Pay Award

Deadline for Submission: October 2, 2017

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

Two types of leave with pay are available: Sabbatical Leaves and Difference in Pay Leaves (DIP).

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 an instructor. For DIP leaves awarded for 2018-19, the calculation for the gross monthly salary is: faculty gross monthly salary minus \$3,986. Please note that in case of a Fall 2018 DIP, the paycheck for August 2019 (received on September 1, 2019) will reflect the reduced monthly salary amount.

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 while the first level of review for a Difference in Pay Leave is led by a departmental committee.

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.

Upon the faculty member's request and with support from the Department Chair and the Dean, a one-semester, full-pay Sabbatical may be changed to an academic-year Sabbatical at half pay. However, an academic-year, half-pay Sabbatical may not be changed to a one-semester, full-pay Sabbatical.

Please note that for the time period of the academic year Sabbatical or a DIP, the faculty member is 100% employed by the university. Any additional pay will be subject to the limits described in CBA articles 35 (Outside Employment) and 36 (Additional Employment). If the faculty has external funds available for reimbursed release time, they should apply for the one-semester, full-pay sabbatical and use the outside funds for release time for the other semester. The faculty member will not be able to use external funding to supplement salary when on an academic-year, half-pay Sabbatical or on a DIP, except in the very limited ways that are consistent with CBA articles 35 and 36.

SUBMISSION

Submit an online application through InfoReady. Applications can be accessed through the following website:

<https://sfsu.infoready4.com/>. Your SFSU credentials will be used to log on to InfoReady.

If you are applying to both types of Leave with Pay you will need to submit one Sabbatical application and one Difference in Pay application.

PROPOSED DESCRIPTION OF LEAVE WITH PAY

Your detailed description of your proposed plan for a leave with pay should be less than 1000 words. It should include a description of how the LWP will benefit your professional development; how your planned research, scholarship or creative work will benefit the University and its students; a leave activity plan; and the probability of completion by the end of the leave.

Please consult the Academic Senate Leaves with Pay Policy for eligibility, as well as full details and procedures regarding both types of leaves: <http://senate.sfsu.edu/policy/leaves-pay-policy>.