



Category:  
Academic Affairs  
HR / Labor Relations

Responsible Office:  
[Academic Affairs](#)

**Policy Title:**  
Sabbatical Leaves, Administration of

Document Number:  
1006

Effective Date:  
October 21, 1985

This policy item applies to:  
State-Operated Campuses

## Table of Contents

- [Summary](#)
- [Policy](#)
- [Definitions](#)
- [Other Related Information](#)
- [Procedures](#)
- [Forms](#)
- [Authority](#)
- [History](#)
- [Appendices](#)

---

## Summary

As established in Article III, Title E (5) of the State University of New York (University) Policies of the Board of Trustees, sabbatical leaves are not an employment right, but rather a leave which may be made available by the campus president. The Policies of the Board of Trustees include the following specific language "The objective of such leave is to increase an employee's value to the State University of New York and thereby improve and enrich its program. Such leave shall be regarded neither as a reward for service nor as a vacation or rest period occurring automatically at stated intervals." Further, "Sabbatical leaves shall be granted for planned travel, study, formal education, research, writing or other experience of professional value."

---

## Policy

It is the responsibility of the State University of New York (University) campus president or designee to certify that all requirements for eligibility, terms and conditions, application and approval noted in the Policies have been satisfied. Summary reports, in the designated format, (Appendix A) will be maintained at each campus and will be subject to periodic review by system administration or such other appropriate offices, including that of the New York State Comptroller.

1. Application process - As required by Article XIII, Title E (5), all applications for sabbatical leave must be submitted at least six months in advance of the requested leave date. Each application must include an outline of specific activities to be undertaken during the leave, an identification of any proposed income other than salary from the campus while on leave, and acknowledgement that the applicant will return for a minimum of one year and that the applicant agrees to repay all salary if he/she does not return for the minimum period and/or file an activity report in a timely fashion.
2. Content of plan outline and activity report - There is no expected format to be used in either describing the plan or the activity report. This is left to the appropriate discretion of the president, or designee, with the

understanding that each will clearly demonstrate the value of the leave to the University.

3. Changes to activity plan - It is understood that circumstances beyond control of the faculty member or employee may necessitate a change in plans. However, all such changes must be approved, in writing, by the appropriate campus officer as soon as such need is known. In only exceptional cases shall such changes be approved after completion of the leave.

4. Consideration of additional income - It is the responsibility of the president to consider and approve any earnings or other income while an employee is on sabbatical leave. It is expected that in all cases where total income exclusive of necessary expenses exceeds the normal allowable earnings, that approval for such additional earnings will be given by the president, in writing, or an appropriate adjustment will be made in state compensation.

5. Commitment to return for one year - It is expected that all employees will return for one full year at the conclusion of their sabbatical. However, it is understood that compliance with this requirement is not always possible or to the benefit of the University. In such cases the president may request a waiver by justifying, in writing, to the chancellor or designee, the reasons for such waiver. In circumstances where the waiver is not requested or not approved, it will be the responsibility of the campus to take action to recover all salary paid during the leave.

6. Submission of activity report - All activity reports will be submitted as soon as possible, but no later than the end of the first full semester after return from leave. It is the responsibility of the campus administration to advise all applicants of this requirement and to take all necessary steps to ensure compliance. In cases where the activity report cannot be submitted in a timely fashion, it is expected that this requirement shall be waived in writing and that an alternative date shall be established with the employee.

7. Interruption of sabbatical leave - Illness, or other unplanned circumstances, may cause interruption of an approved sabbatical. In all such cases known to the campus, the faculty member or employee shall be placed on another leave, with or without salary as appropriate, when in the discretion of the president such action is in the best interest of the University and the employee. The president may reestablish the balance of the sabbatical leave at the mutual convenience of the campus and the employee. Such reestablished approval shall not affect future eligibility or any other section of Article XIII, Title E of the Policies of the Board of Trustees

---

## Definitions

There are no definitions relevant to this policy.

---

## Other Related Information

There is no related information relevant to this policy.

---

## Procedures

There are no procedures relevant to this policy.

---

## Forms

There are no forms relevant to this policy.

---

## Authority

[Board of Trustees Policies - Leave of Absence for Professional Service Employees \(8 NYCRR Part 337\)](#)

[Article 23](#) of the Bargaining Agreement between the State of New York and the United University Professions (UUP).

---

## History

Memorandum to presidents from the offices of the provost and senior vice chancellor, 85-15, dated October 21, 1985.

---

## Appendices

[Appendix A](#) - Sabbatical Leave Report