

FACULTY HANDBOOK
Chapter 3:
Sabbaticals and Other Leaves of Absence
APPLICABLE TO THE ACADEMIC COUNCIL AND MEDICAL PROFESSORIATES

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(Check currency on-line at: <http://facultyhandbook.stanford.edu>)



Section 3.1 GENERAL POLICIES APPLICABLE TO LEAVES AND OTHER ABSENCES FROM CAMPUS

It is important that members of the faculty be regularly available to students and colleagues, participating continuously in the educational programs of the University. Leaves of absence, in addition to sabbatical leaves, may not only reduce a faculty member's contribution to the University, but may also disrupt instructional programs. In general, the granting or denying of leaves is at the discretion of the department Chairs or School Deans.

3.1.A Limitations on Leaves

It is University policy to place limitations on the granting of leaves. When considering a faculty member's leave request, the department Chair and school Dean should determine whether the following two limitations have been satisfied:

Overall limit on leave. The total time spent on leaves of any kind normally should not exceed six quarters in seven years for faculty with nine month appointments or 24 months in seven years for faculty with 12 month appointments. (To determine this limit, count back seven years from the end date of a proposed leave. In this calculation, partial leaves will be prorated.)

Limit on contiguous absence. In addition, leaves of any kind, or combinations of leaves, may not exceed 24 contiguous months for faculty with 12 month appointments or two consecutive academic years for faculty with 9 month appointments, irrespective of percent time off duty.

Retirement. Leaves may not be taken during the academic year immediately preceding retirement.

Exceptions to these limitations may be approved by the Provost, at the Provost's discretion, in rare circumstances such as when positive advantages to the University outweigh the possible adverse effects on University programs, or when the following types of leave are involved: pregnancy disability or other disability leave, childcare leave, family and medical leave, workers compensation leave, or leave for government service at a high level. Faculty with questions about this policy should contact their Dean's Office.

When a department has requests for an unusual number of leaves at any one time, pregnancy disability or other disability leaves, childcare leaves, family and medical leaves, worker's compensation leave, and sabbatical leaves have priority. It is appropriate for department Chairs and Deans to refuse or delay certain requests for sabbatical leave and for leave without salary when resulting absences would make it difficult for the department to meet its instructional and research obligations.

3.1.B Short Absences

Faculty members do not accrue vacation leave or sick leave. However, short absences for personal business, illness, jury duty, military duty, and similarly limited absences normally are with full salary. It is expected that when scheduling periods of

personal time off, one's academic responsibilities are taken into consideration and continue to be fulfilled. The department Chair should be notified in advance of any absence of a faculty member on active duty that may affect class, laboratory, research, or other University commitments, including graduate student supervision.

3.1.C Supplemental School Policies and Practices

As noted above, in the granting or denying of leaves is generally at the discretion of the department Chairs and school Deans. Schools have different policies and practices with regard to sabbatical leaves and other leaves of absence. To the extent that these may be at variance with University-wide policy, advance approval must be obtained from the Provost by the department Chair and the school Dean. Exceptions to the University's leave policies may be approved by the Provost, at the Provost's discretion. Questions regarding leaves should be referred to the school Dean's Offices.

Section 3.2 SABBATICAL LEAVE

3.2.A Purpose

The purpose of the sabbatical leave program is to free faculty members from their normal University duties, enabling them to pursue their scholarly interests full-time and maintain their professional standing so that they may return to their posts with renewed vigor, perspective, and insight.

Those eligible to take sabbatical leave are: Assistant Professors, Associate Professors, and Professors in the Tenure Line; Non-Tenure Line Assistant Professors (Research), Associate Professors and Professors (Teaching), (Performance), (Clinical), and (Research); Senior Fellows at designated policy centers and institutes; and Assistant Professors, Associate Professors, and Professors in the Medical Center Line. Center Fellows are not eligible to take sabbatical leave.

Faculty on sabbatical leave remain subject to the policies on conflict of commitment and interest and outside consulting activities, which may be found at <http://rph.stanford.edu/Chpt4.html>.

3.2.B Sabbatical Leave Request

Sabbatical leave is not automatic. It is granted by the school Dean following approval of a leave request proposal by the department Chair(s). In the case of joint/secondary appointments, faculty must take sabbatical leave from all (primary, joint, secondary) departments, schools and designated institutes. Sabbatical leaves must be approved by all departments, schools and designated institutes. The leave request form is provided in [Appendix A](#).

The application for leave includes a description of arrangements to cover the faculty member's instructional responsibilities, supervision of his or her dissertation students and advisees, and other administrative duties for which he or she is responsible. In addition, the application must fully describe activity planned for the leave period. If the individual expects to receive income during the sabbatical period to supplement his or her sabbatical salary, a description of the activities generating such income, and the anticipated amounts, should be included (except for consulting activities performed in accordance with Stanford's consulting policy). Substantial changes in leave plans or supplemental income require approval by the department Chair and Dean.

The University compensation associated with a sabbatical leave is intended to make it financially possible for a faculty member to carry out his or her leave program. Projected outside earnings may be taken into account in the decision to grant sabbatical leave and in setting the percentage of salary to be received from the University. Total compensation during a sabbatical leave should not normally exceed the faculty member's full-time Stanford base salary for the leave period.

Faculty on sabbatical continue to be eligible for health and welfare benefits coverage and receive the full university

contribution for such coverage.

3.2.C Appointments at Other Institutions

A faculty member on sabbatical leave may not take a regular faculty or administrative position at another institution of higher education. However, faculty on sabbatical leave may accept a visiting professor appointment at another educational institution.

3.2.D Service Accrual Toward Sabbatical Leave

To be counted toward sabbatical leave, full-time service must include a reasonable amount of teaching (which may take a variety of forms) each year at Stanford. (Exceptions to this rule are the faculty at SLAC, members of the Non-Tenure Line (Research) professoriate, and Senior Fellows.) Participation at a Stanford overseas program or in field work that is an integral part of a department's academic program is considered regular service at Stanford and accrues eligibility toward sabbatical leave. Time spent on leave without salary, extended absences for reason such as illness, periods of pure research (as defined in Section 2.1.D(2)c), and full-time non-teaching service are normally excluded in calculating sabbatical eligibility.

Faculty on a quarterly calendar may accrue sabbatical eligibility during a maximum of 3 quarters in 1 year. A fourth quarter of teaching or sponsored research does not add sabbatical eligibility.

Faculty on a 12 month calendar may accrue sabbatical eligibility during a maximum of 12 months per year.

Sabbatical leave may be accrued on a pro rata basis by regular part-time service at 50% time or more, under the same conditions of eligibility as applied to full-time service.

Service as Assistant Professor (Subject to Ph.D.) may be accrued toward sabbatical leave if the individual is subsequently appointed to an eligible rank, provided that the appointments are contiguous.

Effective 1/1/96, the maximum service toward sabbatical that a faculty member may accrue is 36 quarters (24 semesters, 12 years). A sabbatical cap of less than 36 will apply on a pro rata basis if the individual's appointment is less than 100% FTE.

It is not necessary to obtain Provostial approval for accrual of any amount up to the maximum. Accrual beyond this maximum is normally not permitted.

3.2.E Calculating Sabbatical Leave Duration and Rate of Pay [Minimum one month for School of Medicine]

The usual minimum length of sabbatical is one quarter or semester at 50% salary, or 2 months at 100% salary. The maximum length of sabbatical leave is one year, without regard to rate of pay. See Tables 1-3 at the end of this chapter to determine leave eligibility and rate of pay during leave.

3.2.F Return to Service Following Sabbatical Leave

A faculty member must serve at Stanford for a period of time at least equal to the length of his or her most recent sabbatical prior to taking another sabbatical leave. Sabbatical leave may not be taken during a one-year terminal extension of a regular term appointment or during the academic year immediately preceding retirement. Upon recommendation from the Dean of the faculty member's school, the Provost may approve an exception to this policy under special circumstances. The purpose of the sabbatical leave program is to enable faculty to pursue their scholarly interests full-time and then return to their posts. Accordingly, accrued sabbatical time expires upon termination of employment with the university; there is no compensation

given at that time for unused sabbatical.

3.2.G Borrowing Sabbatical Leave Eligibility

The University recognizes the need to provide opportunities for junior faculty to develop their research and scholarship. To assist them during a critical period of their careers, non-tenured Assistant and non-tenured Associate Professors may, upon reappointment for a multiple-year term and with the approval of their department Chair and Dean, borrow up to three years of service credit to be eligible for a sabbatical leave of longer duration or a higher rate of pay (up to the sabbatical policy maximum). A faculty member will not normally be permitted to borrow service beyond the end date of the term of appointment.

Tenured faculty and faculty with continuing term appointments may not normally borrow sabbatical leave service credit.



APPLICATION FOR FACULTY SABBATICAL OR LEAVE OF ABSENCE

Name:

Date:

Title:

Department(s):

School(s):

Requested Leave: *Provide exact dates*

Sabbatical

Start date: _____ Stop date: _____

Eligibility: months/days accrued since last sabbatical or initial appointment

Percent rate of pay during sabbatical: _____

____% funded by sabbatical salary account

____% funded by other internal Stanford sources (see #7 below for external compensation)

Identify funding source(s): _____

If the rate of pay during sabbatical will be less than 100% of your academic salary:

____ I acknowledge that my salary during the sabbatical dates indicated above will be adjusted to the above percent rate of pay.

If your compensation includes an administrative supplement:

____ I acknowledge that while on sabbatical, continuation of any administrative supplement requires the Provost's approval of a policy exception prior to the proposed leave.

If you are the Principal Investigator or Project Director on any externally sponsored projects, please carefully read and complete **Attachment A** below and contact your representative in the Research Management Group (RMG) immediately or at least 45 days before the start of your sabbatical.

Leave without salary

Start date:

Stop date:

Percent rate of pay during leave:

A faculty member may serve as the Principal Investigator on sponsored projects only when he or she receives compensation by or through Stanford University. If you are planning a period of leave during which you will receive no compensation by or through Stanford University, contact your representative in the Research Management Group (RMG) at least 45 days before your leave begins.

Other leave (e.g., Administrator Leave, Disability, Period of Pure Research, Temporary Partial Leave):

Start date:

Stop date:

Percent rate of pay during leave:

If you are planning to take disability leave and are the Principal Investigator or Project Director on any externally sponsored projects, please carefully read and complete *Attachment A* below and contact your representative in the Research Management Group (RMG) immediately or at least 45 days before the start of your leave.

FOR ALL REQUESTED SABBATICALS AND LEAVES:

1. Describe fully the purpose and planned activity for the leave period, including any planned participation on sponsored research for which you are not the Principal Investigator. (Should substantial changes in these plans occur, it must be approved by the Department and School.)

2. List courses you have been or will be instructing during the year preceding the requested leave and show arrangements that have been made for them in your absence.

Course/Number/Quarter

Substitution arrangements

3. List current dissertation students by name for whom you are principal advisor and show arrangements that have been made for their supervision in your absence.

Name

Supervision arrangements

4. Describe arrangements that have been made for continuation of your graduate and undergraduate advising responsibilities.

5. List clinical responsibilities that you have had in the last year and show what arrangements have been made for them in your absence.

6. Describe arrangements that have been made for continuation of any administrative duties for which you are responsible.

7. If you expect to receive outside compensation to supplement your leave salary, list anticipated purposes, sources and amounts of support other than from Stanford or consulting fees obtained in accordance with Stanford's consulting policy. Total compensation should not exceed your full-time Stanford base salary for the leave period. (Should substantial changes in these plans occur, they must be approved by the Department and School.)

<u>Purpose</u>	<u>Source</u>	<u>Estimated amount</u>

Faculty Member Date

Department Chair Date

Dean Date

ATTACHMENT A

For Faculty Member _____ **Department** _____

Faculty may or may not plan to conduct sponsored research while on sabbatical. Contact your Institutional Representative in the Research Management Group (RMG) when planning sabbatical, Leave without Salary (LWOS), or disability leave. *This form should be completed and submitted to your Institutional Representative more than 45 days prior to the start of the sabbatical for their review and signature.*

Please complete the information below for each of your sponsored projects.

Sponsor _____ Grant/Contract Number _____ SPO Number _____ Will you continue as PI during leave Yes <input type="checkbox"/> No <input type="checkbox"/> If no, Interim PI _____ Have you obtained sponsor approval Yes <input type="checkbox"/> No <input type="checkbox"/> Additional Comments:

Sponsor _____ Grant/Contract Number _____ SPO Number _____ Will you continue as PI during leave Yes <input type="checkbox"/> No <input type="checkbox"/> If no, Interim PI _____ Have you obtained sponsor approval Yes <input type="checkbox"/> No <input type="checkbox"/> Additional Comments:

Sponsor _____ Grant/Contract Number _____ SPO Number _____ Will you continue as PI during leave Yes <input type="checkbox"/> No <input type="checkbox"/> If no, Interim PI _____ Have you obtained sponsor approval Yes <input type="checkbox"/> No <input type="checkbox"/> Additional Comments:

Sponsor _____ Grant/Contract Number _____ SPO Number _____ Will you continue as PI during leave Yes <input type="checkbox"/> No <input type="checkbox"/> If no, Interim PI _____ Have you obtained sponsor approval Yes <input type="checkbox"/> No <input type="checkbox"/> Additional Comments:

Sponsor _____ Grant/Contract Number _____ SPO Number _____ Will you continue as PI during leave Yes <input type="checkbox"/> No <input type="checkbox"/> If no, Interim PI _____ Have you obtained sponsor approval Yes <input type="checkbox"/> No <input type="checkbox"/> Additional Comments:

OSR/RMG/ERA Representative Signature _____ Date _____

Faculty Leave/Departure Data Security Attestation Form

This form must be appended to requests for leaves or confirmations of departures (including resignations and retirements) of faculty in the Professoriate and in the Clinician Educator Line. For faculty who are taking maternity, family or medical leaves, this form must be completed and kept on file by the department.

Name and Rank of Faculty Member: _____

Department: _____

I attest that the following areas have been covered in connection with the resignation/retirement/leave (circle one) of the above-named faculty member:

- The duration and purpose of the leave has been documented on the leave form.
- Data security attestations have been completed by the faculty member.
- For faculty who were/are clinically active at Stanford, the requirements of the Practice Policy (specifically as they relate to the practice of medicine at entities outside Stanford and its affiliates) have been reviewed.
- Contact address, email and phone number have been obtained for faculty who are departing Stanford or going on leave.
- Establish if continued access to EPIC is needed (must have an ongoing Stanford patient care requirement) and suspend or terminate EPIC access, as appropriate.
- Ensure that policies regarding foreign travel are followed, which include notice to the University.
- Use of Stanford titles and Stanford's name in other settings.

Stanford-owned devices and personally-owned devices which store Stanford data:

- Inventory of the devices.
- Confirm encryption of devices with PHI.

Signature of Director of Finance and Administration: _____

Date: _____

Austen, Jane

Appointment date = 8/1/2010

	Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10
Beg. Balance	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.5	5.0	7.5	10.0
Accrued (Days)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.5	2.5	2.5	2.5	2.5
Sabbatical	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
LWOS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
LWS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
End. Balance (Days)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.5	5.0	7.5	10.0	12.5
	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11
Beg. Balance	12.5	15.0	17.5	20.0	22.5	25.0	27.5	30.0	32.5	35.0	37.5	40.0
Accrued (Days)	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5
Sabbatical	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
LWOS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
LWS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
End. Balance (Days)	15.0	17.5	20.0	22.5	25.0	27.5	30.0	32.5	35.0	37.5	40.0	42.5
	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12
Beg. Balance	42.5	45.0	47.5	50.0	52.5	55.0	57.5	60.0	62.5	65.0	67.5	70.0
Accrued (Days)	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5
Sabbatical	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
LWOS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
LWS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
End. Balance (Days)	45.0	47.5	50.0	52.5	55.0	57.5	60.0	62.5	65.0	67.5	70.0	72.5
	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13
Beg. Balance	72.5	75.0	77.5	80.0	82.5	85.0	87.5	90.0	92.5	95.0	97.5	100.0
Accrued (Days)	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5
Sabbatical	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
LWOS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
LWS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
End. Balance (Days)	75.0	77.5	80.0	82.5	85.0	87.5	90.0	92.5	95.0	97.5	100.0	102.5
	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14
Beg. Balance	102.5	105.0	107.5	110.0	112.5	115.0	117.5	120.0	122.5	125.0	127.5	130.0
Accrued (Days)	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5
Sabbatical	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
LWOS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
LWS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Austen, Jane

End. Balance (Days)	105.0	107.5	110.0	112.5	115.0	117.5	120.0	122.5	125.0	127.5	130.0	132.5
	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15
Beg. Balance	132.5	135.0	137.5	140.0	110.0	80.0	50.0	20.0	22.5	25.0	27.5	30.0
Accrued (Days)	2.5	2.5	2.5	0.0	0.0	0.0	0.0	2.5	2.5	2.5	2.5	2.5
Sabbatical	0.0	0.0	0.0	(30.0)	(30.0)	(30.0)	(30.0)	0.0	0.0	0.0	0.0	0.0
LWOS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
LWS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
End. Balance (Days)	135.0	137.5	140.0	110.0	80.0	50.0	20.0	22.5	25.0	27.5	30.0	32.5
	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16
Beg. Balance	32.5	35.0	37.5	40.0	42.5	45.0	47.5	50.0	52.5	55.0	57.5	60.0
Accrued (Days)	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5
Sabbatical	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
LWOS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
LWS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
End. Balance (Days)	35.0	37.5	40.0	42.5	45.0	47.5	50.0	52.5	55.0	57.5	60.0	62.5
	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17
Beg. Balance	62.5	65.0	67.5	70.0	72.5	75.0	77.5	80.0	82.5	85.0	87.5	90.0
Accrued (Days)	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5
Sabbatical	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
LWOS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
LWS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
End. Balance (Days)	65.0	67.5	70.0	72.5	75.0	77.5	80.0	82.5	85.0	87.5	90.0	92.5