



## POLICY ON SABBATICAL LEAVE

*Dated:* April 30, 2015

*Supersedes:* HR.333 *Sabbatical Leave* dated April 15, 2005

### I. PURPOSE

To provide a formal mechanism through which eligible faculty may receive a sabbatical leave.

### II. POLICY

It is the policy of New York Medical College to encourage faculty members to take sabbatical leaves as an important component for maintaining a rich and productive scholarly environment.

### III. SCOPE

This policy applies to all College full-time faculty.

### IV. DEFINITIONS

Sabbatical is defined as a leave granted for further education or research purposes.

### V. PROCEDURES

#### A. Eligibility

1. Faculty shall be eligible for sabbatical leave of up to one year, at the discretion of the Dean of the appropriate School, after each seven-year period of full-time employment in faculty duties provided that they have, during that time, at a minimum, achieved the rank of Associate Professor.
2. Sabbatical time is not cumulative or, unless approved as part of the original sabbatical plan, divisible, and, in addition, faculties are not eligible for sabbaticals during their final year of employment at New York Medical College. At the end of a sabbatical, the faculty member must return to New York Medical College for a period of time equivalent to the length of time taken for sabbatical or forfeit all accrued vacation time.

B. Method of Applying for and Criteria for Granting Sabbatical Leave

1. Eligible faculty shall request sabbatical leave from their Department Chairperson based upon a meaningful written proposal describing the place, purpose and nature of the work to be pursued during the sabbatical and any outside salary support, stipend or other compensation or award to be available.
2. If the absence of the faculty member will not be unduly detrimental to the functioning of the Department and, if the purpose of the proposed sabbatical is of an appropriate scholarly nature, then the sabbatical leave may be granted by the Dean upon recommendation of the Chairperson.
3. If the leave is denied, then the faculty member shall be notified, in writing, of the reasons. The faculty member may appeal the denial to the Dean and, if there is not a satisfactory resolution to the faculty members' request, the faculty member may appeal the denial in accordance with the grievance procedures of the Faculty Constitution and By-Laws.
4. Any substantial changes in the place, purposes or nature of the sabbatical require the prior written approval of the Dean of the appropriate school.

C. Salary Support and Length of Sabbatical

1. Faculty who are granted sabbatical leaves of six (6) months or less will be entitled to continuation, during the sabbatical, of the full College hard money components of their normal salaries.
2. Faculty who are granted leaves of greater than six(6) months will be entitled to continuation of the hard money components of their normal salaries pro-rated, however, such that they will receive in total an amount equal to the six (6) month hard money components of their salaries.
3. Hard money sabbatical salary support, as so determined, and benefits will be made available from the faculty member's respective departmental hard money salary budgets in the same proportions as the faculty members' full-time salary support.
4. Salary support and benefits, if any, made available to the College for sabbatical purposes from soft money sources (e.g., grants, affiliation contracts and departmental faculty practice funds) and not otherwise encumbered may be used to support a faculty member's sabbatical to the extent, when added to any hard money sabbatical support, that the faculty member receives up to an amount equal to his or her full salary and benefits during normal College employment. The use of grant monies requires a written approval from the granting agency(s).
5. If there will be support from sources outside the College, whenever payable, in the form of salary, stipend, award or other compensation

available to a faculty member in connection with sabbatical activities, salary support from the College will be reduced as necessary so that the sum of the College's sabbatical salary support plus the outside support will not exceed the faculty member's full-time salary during normal College employment.

6. Existing fringe benefits will continue while employee is receiving a paycheck while on Sabbatical Leave. Employee is required to contribute employee cost of benefit. If on Sabbatical Leave and not receiving a paycheck from the college, individual is offered COBRA benefit at the COBRA cost for dental and medical and conversion options for life and disability.
7. Under special circumstances the Dean may, in advance, authorize recovery by a faculty member on sabbatical of more than the amount of the faculty member's normal full-time salary from such outside sources in order to defray unusual personal expenses to be incurred because of the sabbatical.
8. Faculty who are on sabbatical leave shall receive their fringe benefits as full-time faculty; however, retirement benefits will be calculated on actual salary amounts paid by the College during the sabbatical.
9. The Supervisor/Administrator of the department shall:
  - a. Process a **Personnel Action Form (PAF) (HR 101)** placing the faculty member on sabbatical leave with an expected return date.
  - b. Record the faculty member's sabbatical leave time on the **Payroll Timesheet (PR-1)** form for the duration of the sabbatical leave with the time code "E" (Education Leave).

## VI. EFFECTIVE DATE

The policy is effective as of date signed below.

## VII. POLICY RESPONSIBILITIES

### A. Faculty Members

1. Preparation of a written proposal requesting sabbatical leave.
2. Obtain required approvals prior to the sabbatical leave.

### B. Chairperson

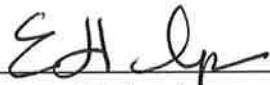
Submit a timely recommendation to the Dean for approval or denial of a faculty member's request for sabbatical leave.

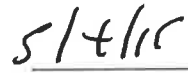
- C. Dean
  - 1. Review written proposal requesting sabbatical leave.
  - 2. Approve or deny the request.
- D. Supervisor/Administrator - comply with the provision of this policy
- E. Human Resources Department - provide advice and guidance with respect to the interpretation and administration of this policy.

**VIII. POLICY MANAGEMENT**

Responsible Officer: Vice President or Dean  
Responsible Executive: Department Chairperson  
Responsible Offices: Department and Human Resources Department

**APPROVED:**

  
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Edward C. Halperin, M.D., M.A.  
Chancellor for Health Affairs and  
Chief Executive Officer

  
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Date