

## ADMINISTRATIVE PRACTICES

### ADMINISTRATION OF SABBATICAL LEAVES

1. Enabling Policy - The Board of Trustees has authorized sabbatical leaves under Article XIII, Title E of its Policies. A further definition of this leave is included as Article 23 of the Agreement between the State of New York and the United University Professions (UUP).

2. Intent - As established in the Policies, sabbatical leaves are not an employment right, but rather a leave which may be made available by the campus president. The Policies include the following specific language "The objective of such leave is to increase an employee's value to the University and thereby improve and enrich its program. Such leave shall not be regarded as a reward for service nor as a vacation or rest period occurring automatically at stated intervals." Further, that "Sabbatical leaves shall be granted for planned travel, study, formal education, research, writing or other experience of professional value."

3. Administrative Procedures - It is the responsibility of the 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 attached format, will be maintained at each campus and will be subject to periodic review by the University Central Administration or such other appropriate offices, including that of the State Comptroller.

3.1. 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.

3.2. 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.

3.3. 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.

3.4. Consideration of Additional Income - As noted in the Policies, 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.

3.5. 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.

3.6. 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.

3.7. 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.

Attachment

STATE UNIVERSITY COLLEGE AT BUFFALO

I have read the revised Administrative Practices Statement (Memorandum to Presidents dated October 21, 1985) for sabbatical leaves and agree to comply with the requirements of that policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

RAW:cn  
November 1985