PERSONAL & PROFESSIONAL LEAVES WITHOUT PAY
SABBATICALS & DIFFERENCE-IN-PAY LEAVES
LEAVES OF ABSENCE WITH PAY & PARENTAL LEAVES
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01. Sabbaticals and Difference-in-Pay Leaves

02. Personal and Professional Leaves Without Pay

03. Leaves of Absence with Pay & Parental Leaves

04. Additional Information

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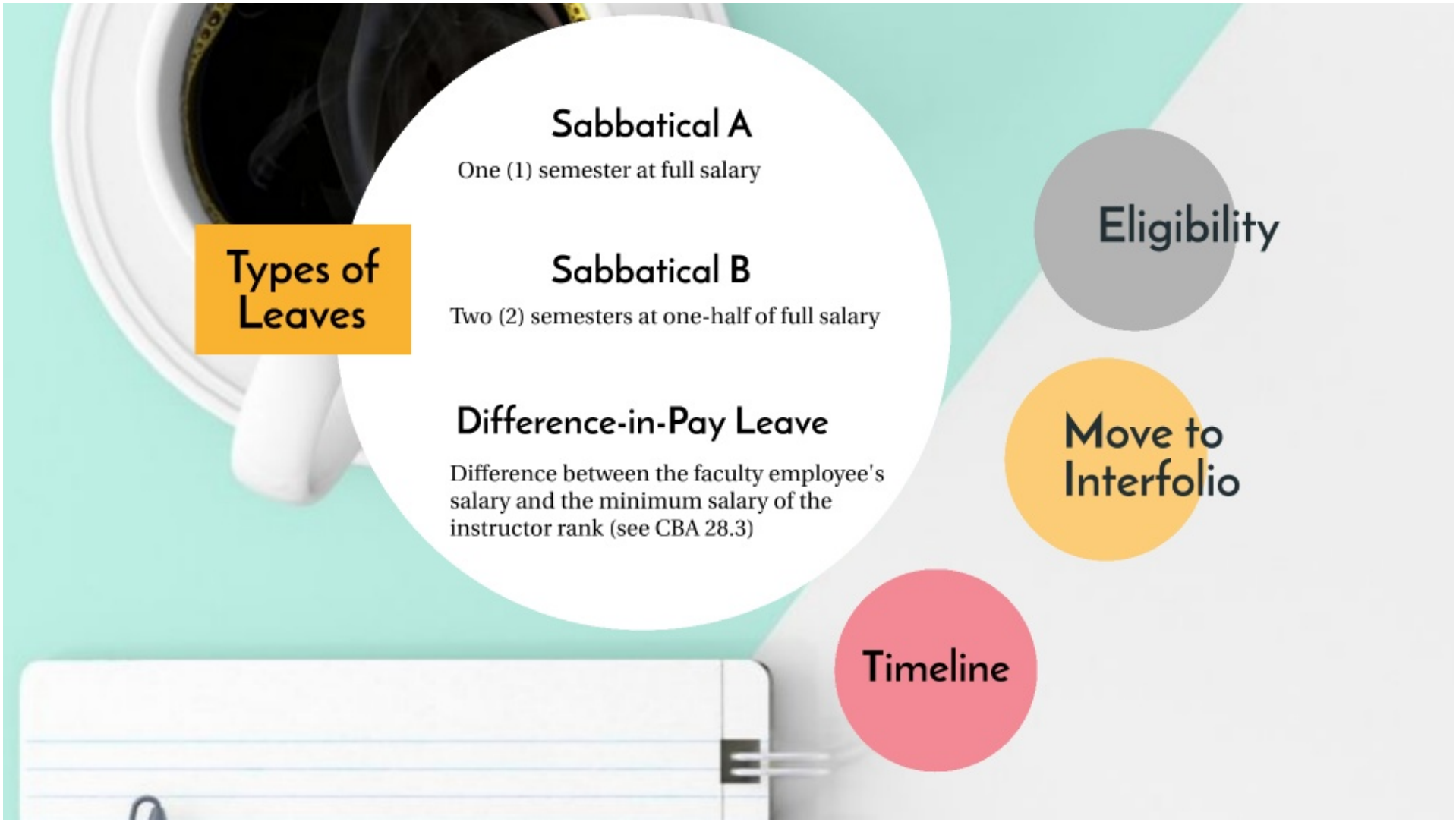

Types of Leaves
Sabbatical A
One (1) semester at full salary
Sabbatical B
Two (2) semesters at one-half of full salary
Difference-in-Pay Leave
Difference between the faculty employee's salary and the minimum salary of the instructor rank (see CBA 28.3)
Eligibility
Move to Interfolio
Timeline

Eligibility

- Serve full-time for six (6) years at the campus in the proceeding seven (7) year period prior to the leave and at least six (6) years after any prior sabbatical leave or difference-in-pay leave. (CBA 27.2)
- Eligible for a subsequent difference-in-pay leave after the faculty member has served full-time for three (3) years after the last sabbatical or difference-in-pay leave. (CBA 28.4)
- A year of service for academic year faculty is defined as two (2) consecutive semesters within an academic year. (CBA 13.6)

*Eligibility is calculated on the academic year, not calendar year.

Factors Impacting Eligibility

Examples

Factors Impacting Eligibility

Professional LWOP	One academic year in which Professional LWOP is taken at any percentage shall **count** towards eligibility in any given qualifying period. Subsequent years in which professional LWOP is taken at any percentage shall not count towards eligibility.
Personal LWOP	Any academic year in which one or more semesters of personal LWOP taken at any percentage shall **not count** towards sabbatical eligibility.
Paid Parental Leave	Paid parental leaves, as provided for in CBA 23.4, shall have **no impact** on eligibility unless an extension of the probationary clock is granted.
Extending Probationary Period/Stopping the Clock	Extending a probationary period or "stopping the clock" during the probationary period granted for any reason specified in CBA 13.7-13.8 shall **not count** towards sabbatical eligibility.

Examples

Example #1:

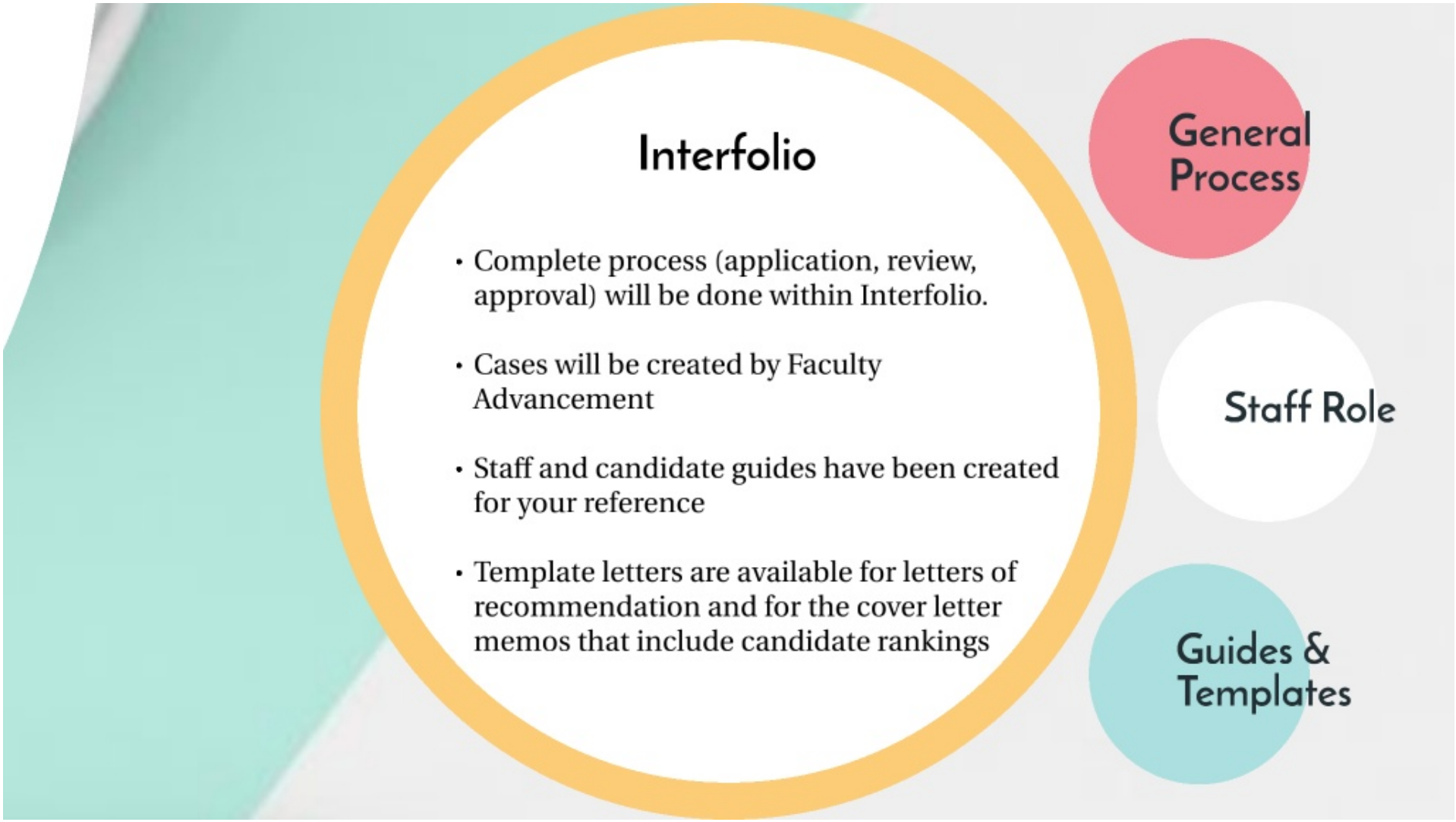
Faculty A was hired Fall 2000 and has not taken any leaves since then.

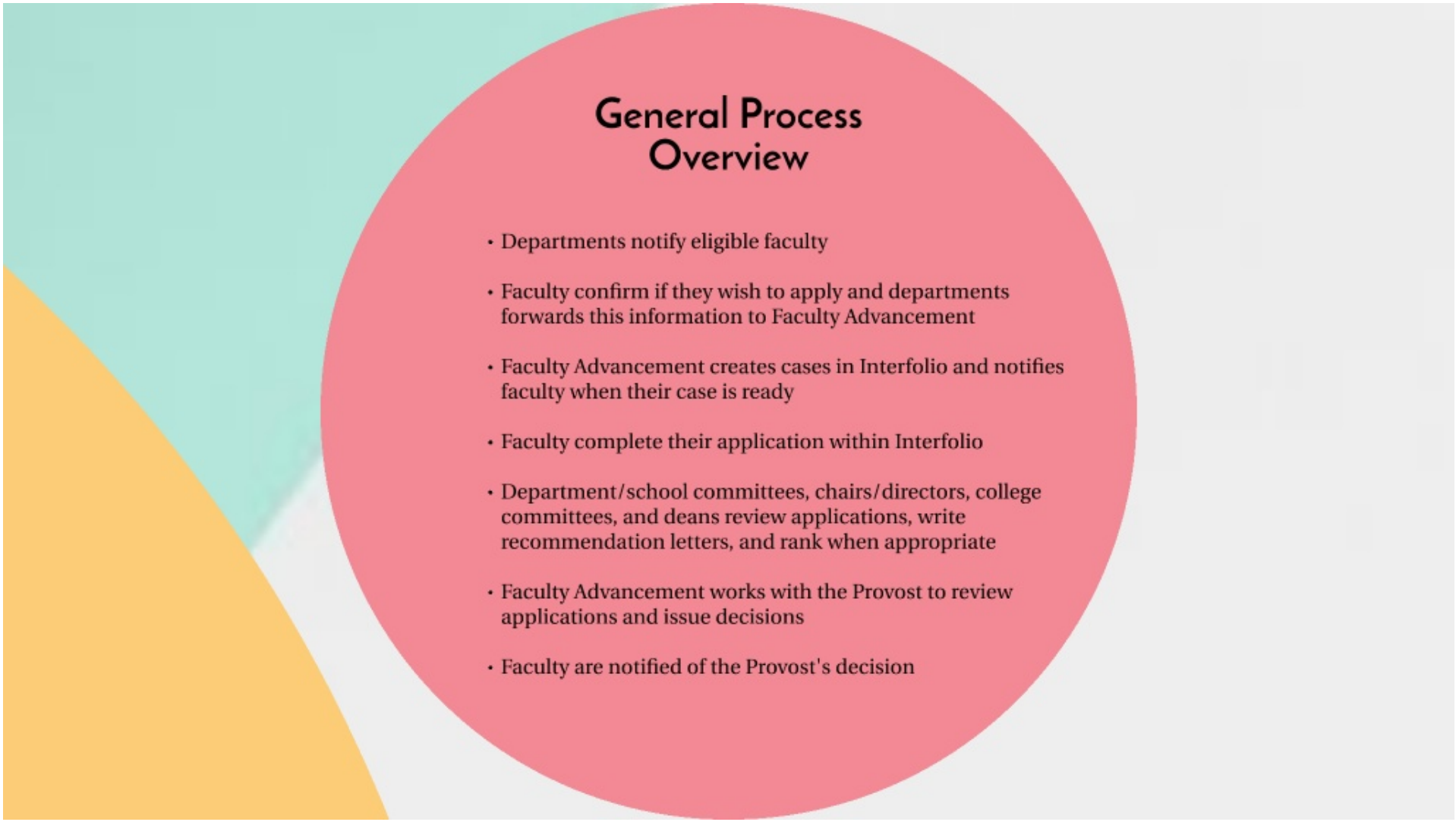
- Eligible to apply for sabbatical in the 2006-2007 AY (6th year), with sabbatical taking place in the 2007-2008 AY (7th year)
- If sabbatical taken, then Faculty A is eligible to apply for DIP in the 2010-2011 AY (3rd year since sabbatical leave), with the DIP taking place in the 2011-2012 AY (4th year since sabbatical)

Example #2:

Faculty B was hired Fall 2000 and took a Personal Leave without Pay for one (1) academic year in 2003-2004.

- Eligible to apply for sabbatical in the 2007-2008 AY (6th year), with sabbatical taking place in he 2008-2009 AY (7th year)
- If sabbatical taken, then Faculty B is eligible to apply for DIP in the 2011-2012 AY (3rd year since sabbatical leave), with the DIP taking place in the 2012-2013 AY (4th year since sabbatical)


Interfolio
• Complete process (application, review, approval) will be done within Interfolio.
• Cases will be created by Faculty Advancement
• Staff and candidate guides have been created for your reference
• Template letters are available for letters of recommendation and for the cover letter memos that include candidate rankings
General Process
Staff Role
Guides & Templates


General Process Overview
• Departments notify eligible faculty
• Faculty confirm if they wish to apply and departments forwards this information to Faculty Advancement
• Faculty Advancement creates cases in Interfolio and notifies faculty when their case is ready
• Faculty complete their application within Interfolio
• Department/school committees, chairs/directors, college committees, and deans review applications, write recommendation letters, and rank when appropriate
• Faculty Advancement works with the Provost to review applications and issue decisions
• Faculty are notified of the Provost's decision

Staff Role

- Email all eligible faculty and confirm whether they wish to apply for Sabbatical/DIP this year
- Provide Faculty Advancement with a list of faculty who intend to apply for Sabbatical/DIP this year and a list of all committee members
- Ensure your level of review completes their required tasks within the appropriate time frame
- Upload letters of recommendation and cover letter memos, with rankings, into Interfolio for your level of review
- Move cases forward as levels of review are completed

Guides & Templates
• Staff guide includes:
• Eligibility notification process
• Instructions for college and department levels of review
• How to review and upload letters of recommendation and cover letter memo
• Sample emails
• Candidate guide includes:
• How to log into Interfolio
• Packet requirements
• Managing and uploading materials
• Templates
• Sabbatical/DIP cover memo
• Letter of recommendation
Cover Memo
Letter of Recommendation

Cover Memo

- Lists all candidates and includes sections for:
  - Ranking Sabbatical A requests
    - Rankings are only done for Sabbatical A leaves since the campus is allocated a certain number of this type of sabbatical each year
  - Candidates not recommended
  - Candidates recommended for Sabbatical B or Difference-in-Pay leave

- This memo is separate from the recommendation letters, as recommendation letters are written for individuals and cover memos are written as a summary of the applicants within your college/department.

- See Staff Guide for specific instructions on how to review cover memos

Letter of Recommendation

- Formatted so each level of review could use the same template
- Includes important points that should be included in the letters
  - Ex: Proposed project/activity, strengths and/or weaknesses of the project, benefit to the department/school, college, university
- See Staff Guide for specific instructions on how to review letters of recommendation

Timeline

Aug 23 - Eligibility lists available through Sharepoint
Aug 28 - Departments notify all faculty who are eligible for sabbatical/DIP leave
Aug 30 - College receives sabbatical leave allocations

Sept 9 - Deadline for eligible faculty to notify departments of their intention to apply. Departments submit names of department committee members to college.
Sept 13 - Departments submit lists of faculty applying. College submits names of department and college committee members to FA.
Sept 20 - FA notifies faculty that application is available on Interfolio

Oct 11 - Deadline for faculty to submit their applications via Interfolio
Oct 25 - Department/school committee rankings and recommendations due to department chair/school director

Nov 8 - Chair/director rankings and recommendations due to college committee
Nov 22 - College committee rankings and recommendations due to deans

Dec 6 - Deans' rankings and recommendations to the Provost via FA.
Dec 20 - Deadline for Provost to notify applicants of his decision

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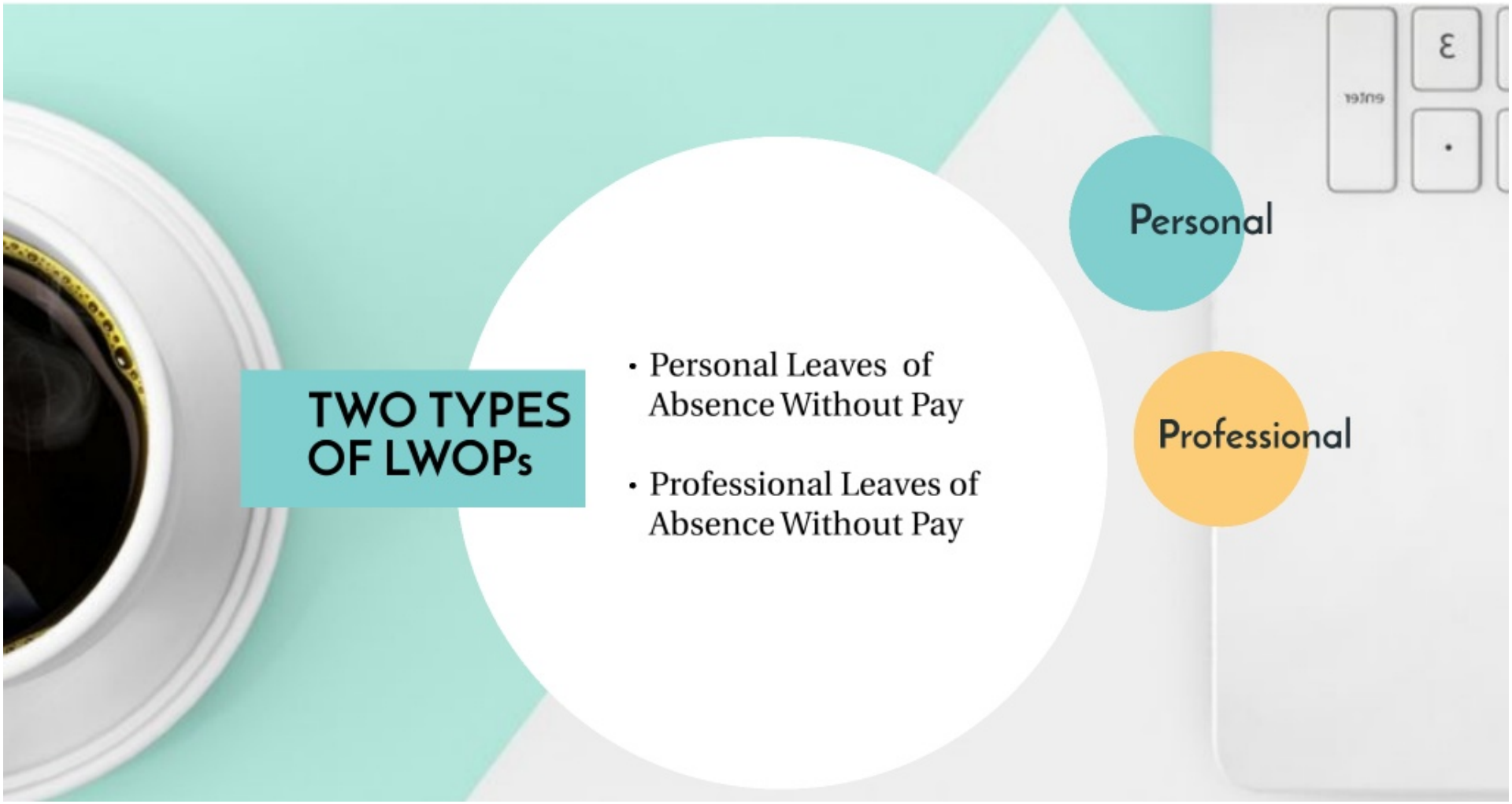
TWO TYPES OF LWOPs
• Personal Leaves of Absence Without Pay
• Professional Leaves of Absence Without Pay
Personal
Professional

Personal Leaves of Absence Without Pay

- May be taken for unpaid sick leave, outside employment, parental, family sick care, and other personal reasons
- Personal leaves DO NOT accrue service credit towards a sabbatical/DIP leave

Professional Leaves of Absence Without Pay

- May be taken for research, advanced study, professional development, or other purposes of benefit to the campus.
- Professional leaves DO accrue service credit towards a sabbatical/DIP leave

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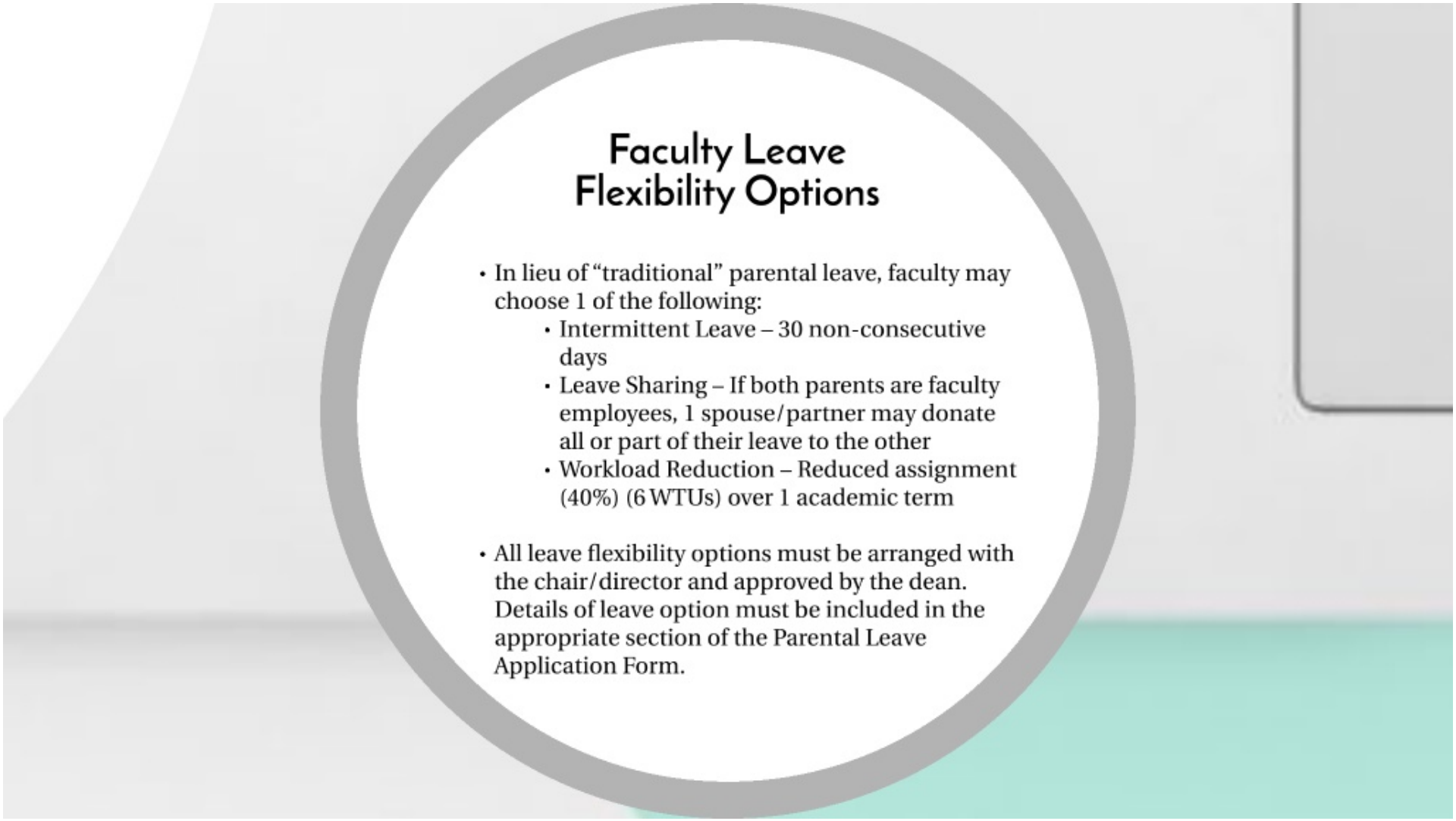
Leaves of Absence with Pay
Leaves may be taken with pay for bereavement, jury duty, voting, serving as a court-subpoenaed witness, fulfilling military requirements, maternity/paternity, or a personal emergency.
Parental Leaves
"Traditional" parental leave -
30 consecutive days - taken during the 135 day period (60 days before or 75 days after arrival of new child)
Faculty Leave Flexibility Options


Faculty Leave
Flexibility Options
• In lieu of "traditional" parental leave, faculty may choose 1 of the following:
• Intermittent Leave – 30 non-consecutive days
• Leave Sharing – If both parents are faculty employees, 1 spouse/partner may donate all or part of their leave to the other
• Workload Reduction – Reduced assignment (40%) (6 WTUs) over 1 academic term
• All leave flexibility options must be arranged with the chair/director and approved by the dean. Details of leave option must be included in the appropriate section of the Parental Leave Application Form.

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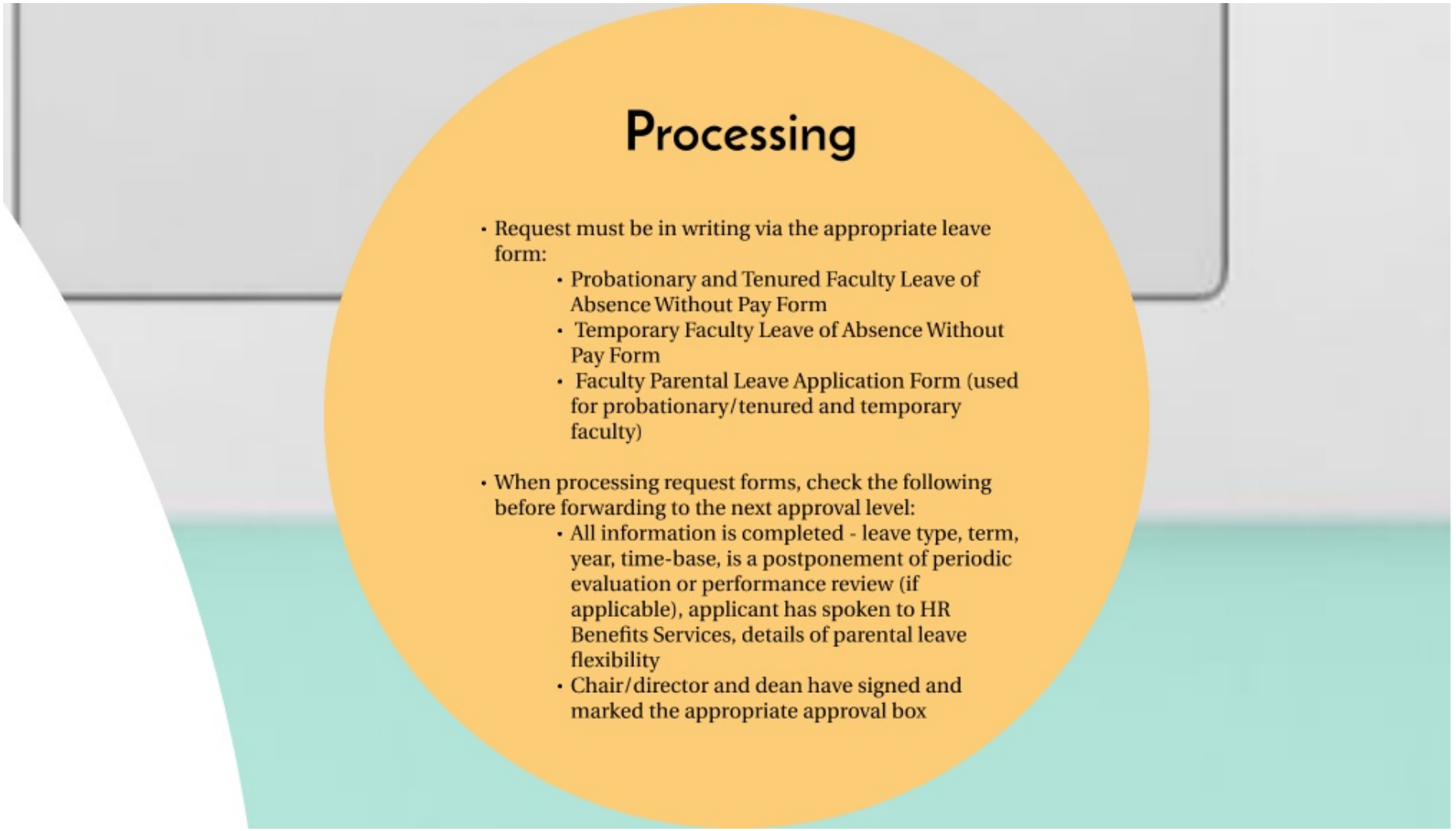
Requirements
Processing
Resources
Additional Information for:
• Leaves of Absences without Pay (LWOP)
• Leaves of Absence with Pay
• Parental Leaves

Requirements for All Leaves
• Requests are processed via colleges/Faculty Advancement but faculty must speak with HR Benefits Services prior to taking a leave and initial the space provided on the form indicating they have done so.
• LWOPs may impact health benefits
• Ensure that all available leave options are discussed for personal leaves
• Faculty must notify the chair/director and dean of their intent to return to full-time status.


Processing
• Request must be in writing via the appropriate leave form:
• Probationary and Tenured Faculty Leave of Absence Without Pay Form
• Temporary Faculty Leave of Absence Without Pay Form
• Faculty Parental Leave Application Form (used for probationary/tenured and temporary faculty)
• When processing request forms, check the following before forwarding to the next approval level:
• All information is completed - leave type, term, year, time-base, is a postponement of periodic evaluation or performance review (if applicable), applicant has spoken to HR Benefits Services, details of parental leave flexibility
• Chair/director and dean have signed and marked the appropriate approval box

Resources

- Faculty Advancement website (fa.sdsu.edu)
  - Tenure-Track Leaves
  - Temporary Leaves
- CBA
  - Leaves without Pay - Article 22
  - Leaves with Pay - Article 23
- Senate Policy File (pages 138-142)

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