

## **Sabbatical Leaves and Leaves of Absence**

1) Sabbatical leave may be granted to a full-time faculty member after six years of full-time service on the faculty. Unpaid leaves of absence normally will not count toward the six years. Sabbatical leaves carry half salary for the year or full salary for one semester. Faculty members granted sabbatical leave must agree to return to the Bradley faculty for at least one year after the expiration of the leave or repay to the University the amount of salary received while on leave. Application for sabbatical leave must be presented to the department chairperson, who, together with the dean, will forward the application to the Provost and Vice President for Academic Affairs. Recommendations and all comments relating to sabbatical leave applications should accompany the applications through the various committees to the Provost and Vice President for Academic Affairs.

2) Leaves without pay may be granted upon the recommendation of the department chairperson, the Dean of the College, and the Provost and Vice President for Academic Affairs.

3) All requests for sabbatical leave and leaves of absence must be submitted prior to the deadline indicated in the Calendar of Deadlines.

4) Sabbatical leaves and unpaid leaves of absence may be granted for various reasons related to professional growth and development including various creative and scholarly endeavors: research related to teaching and other professional endeavors, writing, work related to the performing arts, creation or performance, post-terminal degree study, study and travel abroad, and study toward a terminal degree. Each request for a sabbatical leave or an unpaid leave of absence will be judged on its merits, which, together with other factors, such as financial or other exigencies, will determine the number of leaves that can be granted in a particular year.

5) In the case of a request for a sabbatical leave for the purpose of study toward a terminal degree, it is expected that the faculty member submitting the request will be able to present evidence which is sufficient to indicate a commitment to the degree, and that the faculty member will be able to complete it during the period of the sabbatical leave plus one or two additional summers of study, research and writing.

6) The principal criterion in judging a request for a sabbatical leave is the extent to which it will enhance the professional competence of the faculty member and the stature of the University, and the contribution it will make to the discipline. The past performance of the faculty member will be used as an important factor in determining the possibility of a successful completion of the sabbatical leave project. This will include such things as teaching, research, performing arts presentations, other professional endeavors, and contributions to the university and the community.

7) If a faculty member is granted a sabbatical leave, it is expected that he or she will withdraw from all formal assignments with Bradley University. While on sabbatical leave, participation in university assignments or committees is not permitted; participation in college or department activities must not be required, but is permitted.

8) Plans for financial remuneration from any external source such as another university or agency requiring the rendering of a service must be approved by all parties involved in the judging of sabbatical leave applications. Violation of this stipulation will result in

termination of financial remuneration from Bradley University. Normally such employment will not be approved unless it helps the faculty member to accomplish the objectives of the leave in ways not otherwise possible. The income received from such gainful employment plus the stipend received from the University can be sufficient enough to equal the budgeted University salary for that faculty member, to make up any possible salary for summer teaching and to help offset other expenses incurred related to the sabbatical leave.

9) Upon completion of a sabbatical leave, faculty members shall submit a written statement to the Dean of their College and to the Provost and Vice President for Academic Affairs, which statement shall describe the nature of the activity engaged in, and the extent to which the proposed project was completed.

10) All insurance benefits for those on paid sabbatical leave are kept in force automatically unless otherwise specifically requested. Faculty members who have been granted an unpaid leave of absence may make arrangements to keep insurance benefits in effect at full cost, except as required by law, to the faculty member by contacting the Controller's Office at least one month before such leave becomes effective. The one exception to full continuation of all benefits is the long-term disability insurance during unpaid leave. Long-term disability is continued only for leaves for full-time study for an advanced degree, work in the field of education, or research such as a Fulbright Award, or foundation grant or government project.

11) When sabbatical leave is not granted, the faculty member should be given the opportunity to know the reasons for that decision. This information, if requested, should come from the Provost and Vice President for Academic Affairs.

12) Under the Family and Medical Leave Act of 1993 (FMLA), employees may have up to 12 weeks of paid and unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for the University for at least one year and for 1,250 hours over the previous 12 months. This leave will be granted to care for the employee's child after birth, or placement for adoption or foster care, care for the employee's spouse, son, daughter, or parent, who has a serious health condition or for a serious health condition that makes the employee unable to perform the employee's job. All paid leave must be used before unpaid leave begins. Employees are required to provide a 30-day advance notice when "foreseeable" and a completed medical certification. Certification forms are available through the Personnel and EEO-AA Office, 239 Sisson Hall.