



# FERRIS STATE UNIVERSITY

## HUMAN RESOURCES

### HR Related Policies & Procedures

Effective Date: October 22, 2004

FSU-HRPP 2005:20

## Leaves of Absence – Sabbatical Leave

### COVERED EMPLOYEES

- Full-Time Administrative
- FFA Faculty

### Board of Trustees Employee Definitions

Note: Bargaining unit employees are covered by the terms and agreements of the [collective bargaining agreement](#) (CBA). Please refer to the CBA for details.

### BOT POLICY

**Sec. 6-501. General Provisions Relating to Leaves of Absence.** The University provides various leaves of absence for eligible employees. An eligible employee may apply for the following leaves of absence: Sabbatical, Medical, Unpaid Personal Leave, Family and Medical Leave Act (FMLA), Military, Political, or Jury Duty except as required by law. (The policies related to time off for vacation, holidays, and funeral/bereavement issues are covered by Section 6-7.)

The President or his/her designee will establish policies and procedures related to leaves of absence. Bargaining unit employees are covered by the terms and agreements of the collective bargaining unit agreement (CBA).

### **Sec. 6-502. Types of Leaves of Absence.**

- 1) **Sabbatical Leave of Absence:** Administrative employees are eligible to request a Sabbatical Leave under the terms of this policy. Employees will be granted salary and benefit continuation (in the same manner as if the employee was working) for an approved sabbatical leave if such leave is requested of the employee by the University in order for the employee to pursue training or other work experience which would further the effectiveness of the work of the employee at the University, or if such leave is requested by the employee for the purpose of continued study or specialized professional work experience which will benefit the University and is approved by the President

- a) Compensation granted during a period of Sabbatical Leave shall be full salary for a leave of one (1) to three (3) months' duration, three-fourths (3/4) regular salary for the entire duration of a sabbatical leave of four (4) to six (6) months, and two-thirds (2/3) regular salary for the entire duration of a sabbatical leave of more than 6 months and up to one year.
- b) In the event the employee is to be engaged in remunerative employment of any kind during the period of time covered by a Sabbatical Leave, the President shall determine, at the time the sabbatical is granted, the rate of compensation to be paid by the University, not to exceed the limits set forth above, with due consideration being given to additional expenses incurred by the staff member during the Sabbatical Leave.

## **HR PROCEDURES/DESCRIPTION/DEFINITIONS**

### I. General Procedures Relating to Leaves of Absences:

- A. If on a paid leave, an approved 30 day unpaid personal leave, a sabbatical leave or an approved FMLA leave, health coverage will continue on the same basis as if the employee was working. The employee will be given the option to continue his/her own coverage on a self-pay basis through the provisions of COBRA after his/her health coverage with the University ceases. Other applicable benefits, such as retirement contributions, sick/vacation accrual, will be prorated based on the number of hours worked and/or paid.
- B. An employee receiving long-term or short-term disability benefits is not considered to be on a University paid leave.
- C. The maximum length of a leave of absence will vary based on type of leave of absence, the provisions of any applicable collective bargaining unit agreement, the personnel policies, FMLA, etc.
- D. The conditions of reinstatement upon returning from a leave will be dependent upon the terms of the specific leave of absence, the appropriate collective bargaining unit agreement or personnel policy, and/or in accordance with federal or State law.
- E. While on a leave, the employee will be expected to make periodic contact with his/her supervisor and advise supervisor of any change in his/her circumstances related to the leave.
- F. An employee on an authorized leave of absence will be retained on the personnel roster of the University for the duration of the leave.
- G. Unless specified otherwise, upon completion of the leave, the employee will be reinstated to the same or a comparable position as that held previously if such position is available. If no such positions are currently available, the employee will remain on an unpaid preferential assignment list for a period of

one year. Employees returning from military leave will be treated in accordance with state and federal law. Employees on sabbatical will return to the position held prior to sabbatical.

- H. Employees on unpaid leaves of absence will not accrue sick or vacation time, unless otherwise provided in this subpart.

II. Sabbatical Leave

- A. FFA employees should refer to their [collective bargaining agreement](#).
- B. Request procedure: The administrative or support employee must submit a written letter of request to his/her immediate supervisor at least three (3) months prior to the requested beginning date of the sabbatical leave. The following information must be included in that letter:
1. Requested dates of sabbatical,
  2. Nature of sabbatical,
  3. Proposal of what will be accomplished during the sabbatical,
  4. Where sabbatical duties will be performed,
  5. Relatedness to the administrative employee's job,
  6. Letter of invitation from company or institution if applicable.
  7. Also, to be included is a listing, if applicable, of non-Ferris remuneration that will be received while on sabbatical and other information which the employee believes will be relevant.
  8. If Intellectual Property (copyrightable or patentable) materials may be developed during the sabbatical, that information must also be disclosed during the application process.
- C. The direct supervisor will review the request, indicate their support or non-support of the request, and send it on to the next level of management. The first line supervisor will also include some information on the budget impact of the request; who/how the work will be accomplished while the person is on sabbatical, etc. The supervisor forwards the request to the divisional vice president. If supportive of the request, the divisional vice president will send the request on to the University President. If the divisional vice president does not support the request, they will notify the employee in writing that the sabbatical request has been denied.
- D. If the sabbatical request is supported by the divisional vice president, the President will make a decision on the sabbatical request and notify the Board of Trustees no later than their next meeting. The President will send written

notice to the requesting employee, with a copy to the various administrative employees involved in the approval process. (See Sabbatical Leave forms at the end of this document.)

#### E. General Provisions

1. If the sabbatical work is completed earlier than the approved end date, the employee is expected to notify the divisional vice president as soon as possible and return to full-time work and his/her sabbatical leave will be over.
2. Within two months of returning from sabbatical, the returning employee must send to his/her supervisor a written report. The report must include the sabbatical's experiences and achievements that are consistent with the purposes of the sabbatical. The report will be forwarded to the divisional vice president and then to the University President. The President will return the report to Human Resources (HR), where it will be placed in the employee's personnel file.
3. An employee who has been granted a sabbatical may not request another Sabbatical Leave until five (5) full years (60 months) of full-time, consecutive employment has lapsed since returning from the most recent sabbatical.
4. A sabbatical recipient must agree in writing, on a form available in HR, that in the event he/she fails to return to employment at FSU at the expiration of the sabbatical and/or fails to perform his/her University duties for a period of at least one (1) year, the recipient will reimburse FSU for all costs paid by FSU (including salary, value of benefits, etc.) while on leave. The amount owed can also be withheld by the University from sums owed to the recipient, if applicable.
5. The University President determines the length of time approved for a sabbatical. If the length of time is different from what the employee requested, and if the employee believes that the approved length of time will not allow him/her to complete the sabbatical work, the employee can withdraw his/her request for a sabbatical leave within ten (10) days of receiving written notification from the President. Withdrawal of the sabbatical request must be in writing and submitted to the employee's direct supervisor, who will then notify the divisional vice president and the President.

## **RESPONSIBILITY**

Employee: Request the appropriate leave, complete required forms as applicable, and provide updates as needed, relating to the situation.

Supervisor: Review employee request and forward request on to next level of administration. Comply with policies, report leaves to appropriate University offices, etc.

Human Resources: Explain employee benefit related issues.

*Refer Questions To: Human Resources*

## **Ferris State University**

### **Sabbatical Leave**

#### Intellectual Property:

If Intellectual Property (copyrightable or patentable) material is being developed during the sabbatical e.g., textbook, new course, or web-based course, please e-mail a description to the appropriate Academic Affairs administrator\* so that your interests are protected and appropriated Intellectual Property ownership is established in advance. If Intellectual Property is being developed, a response from the Vice President for Academic Affairs Office must be attached to your request for a sabbatical leave.

\* (Contact the Vice President for Academic Affairs office to determine appropriate person.)

#### Non-Ferris Remuneration (if any):

If any grants or stipends are to be received during the Sabbatical Leave period, specify source and amounts. Ferris may require copies of checks, pay stubs, etc.

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Signature

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Name (Printed)

This form must be signed by employee requesting a sabbatical leave and sent to their divisional Vice President.

**FERRIS STATE UNIVERSITY  
SABBATICAL LEAVE  
FOR FULL-TIME ADMINISTRATIVE EMPLOYEES**

**COMMITMENT TO RETURN**

I understand that in the event I fail to return to employment at Ferris State University (FSU) at the expiration of my sabbatical leave and render services for a period of at least one (1) year thereafter in the same capacity as when the leave started, I will reimburse FSU for all sums paid by FSU while on leave. In that event, I authorize FSU to deduct such sums from any sums owed me by FSU.

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Signature

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Date

**SABBATICAL REPORT**

I understand that as a recipient of a sabbatical leave, I am required during the first semester of my return to Ferris, to submit to my supervisor a copy of a written report, of professional quality, outlining my experiences and achievements consistent with purposes for which the leave was granted.

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Signature

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Date

This form must be signed by employee requesting a sabbatical and sent to their divisional Vice President.