

## **Academic Personnel Leave Types and Procedures**

### **Sabbatical Leave**

The Dean's Office distributes information and application instructions concerning sabbatical leaves to departments at the beginning of Autumn Quarter. The total percentage of leaves with pay in any one year is limited by the Legislature. Applications are prepared by the individual faculty members and are approved or denied by the department chair; the approved applications are forwarded to the associate dean for academic affairs for competitive review. There is one consideration period for review of leave applications, normally occurring at the end of Autumn Quarter.

Supporting documents to be submitted with the sabbatical application should include:

- A detailed statement describing the scholarly or artistic work to be undertaken during leave period
- Updated curriculum vitae

If the department chair decides not to approve, they should inform the applicant of this decision and retain the application in the department. A decision to approve should result in a letter of recommendation from the chair outlining the merits of the applicant's project, their ability to accomplish it successfully, and the benefits to the University as a result of the proposed leave. This letter should be submitted to the associate dean for academic affairs along with the faculty member's application packet detailed above. The department should retain local copies of all submitted applications and letters.

After reviewing the materials, the associate dean will approve or deny the request in consultation with the dean and notify the applicant and chair of the decision. An approved application will be forwarded to Academic Human Resources.

[AHR Website regarding sabbatical leaves](#)

### **Leave of absence without salary**

A faculty member may apply for a full or partial leave of absence without salary. Applications should be submitted in Workday by the faculty member or the unit's Academic Partner. For details, please see the [Leave of Absence - Leave Without Pay user guide](#). Note that you must enter the leave percent as a comment on the initial absence request. A faculty member buying out their time on grant or contract funds does not need to file a leave application. Once the absence request is approved, the Academic Partner must enter the associated time off for the employee to reach the correct paid FTE.

When a full leave without pay is taken, the faculty member should consult with the Benefits Office about insurance coverage during the leave. The retention of at least 5% of University salary will allow the person to stay on University-paid benefit programs. The University duties to

be performed for the paid portion should be negotiated with the department chair and should be stated on the leave application form or in an attached memo.

A partial leave of absence without pay may be requested when a faculty member receives a fellowship or award that does not pay their full salary or when they are working outside the University at less than 100% time.

If an Assistant Professor takes a leave of absence without salary that is (1) more than 50% time and (2) six months or more in length during an academic year, the mandatory promotion/tenure date is extended by one year. Note that this extension must be initiated in Workday by the unit's Initiate 2 or the Academic Partner. For instructions, please see [Maintain Promotion Clock user guide](#).

Faculty members are expected to be in residence during the year of their mandatory review for promotion/tenure. No leaves will be approved by the Provost's Office for Assistant Professors during the sixth year of appointment.

[AHR website regarding leave without pay](#)

### **Sick Leave**

Eligible faculty, academic staff, and senior fellows/trainees are eligible to use up to 90 calendar days of paid sick leave each academic year. For more information, see the [user guide](#) or visit the [Academic HR website](#). Medical documents are personal and confidential and should be submitted directly to Academic HR; do *not* submit medical provider information to the department or dean's office.

### **Family Leave**

The Family and Medical Leave Act (FMLA) is a federal law which provides job protection and benefits coverage to eligible employees. FMLA may cover employees for up to 12 weeks of unpaid, job-protected leave from work during the applicable 12-month period. Additionally, Washington State has a [Paid Family and Medical Leave program](#) which is a mandatory statewide insurance program that provides paid family and medical leave to eligible employees. The program is administered by the Employment Security Department (ESD). Washington's Paid Family and Medical Leave program does not replace the federal FMLA. In many cases, PFML and FMLA will run at the same time. For eligibility and policy information, please see the [AHR FMLA website](#). This process should be initiated by the employee in Workday. Please see the [user guide](#) for details.

### **College leave policy**

When occasional faculty absences are necessary for health or research purposes, the department chair must be informed and ensure instructional integrity for students and, if appropriate, approve the appointment of substitute instructors, ensuring proper appointments

and pay for the coverage. Faculty absences in excess of eight successive university instructional days must be formally presented by the department chair to the associate dean of academic affairs for approval.