

CBE Guidance: Faculty Leave

This guidance summarizes faculty leave options at the University of Washington and outlines College of Built Environments (CBE) procedures and expectations. It is intended to support consistent application of policy and clear communication among faculty, departments, and the Dean's Office. Faculty should consult University policy and CBE-HR for authoritative guidance.

Details for non-sabbatical leave types are available on the UW Human Resources website: [Academic personnel leaves](#). Faculty considering any non-sabbatical leave are expected to consult with their department chair early in the planning process. The chair will consult CBE-HR as needed.

Sabbatical Leave

Sabbatical is available to eligible professorial faculty to support scholarship, research, creative work, and professional development that enhances service to the University. Sabbatical leave is governed by [Executive Order 33](#) and is a privilege, not an entitlement.

Authority to grant sabbatical rests with the Board of Regents, upon recommendation of the President. In practice, the Provost allocates sabbatical quarters to each college or school. Review occurs first at the department level and then at the college level before recommendations are passed to the Office of Academic Personnel and Faculty (APF) and the Provost.

Salary During Sabbatical

Approved salary support is as follows:

- Three quarters (or four quarters for 12-month appointments): two-thirds salary (67%)
- Two quarters: three-fourths salary (75%)
- One quarter: full salary (100%)

Tenured faculty can expect their department to provide salary support for the tenured portion of their appointment commensurate with their approved sabbatical percent. The minimum level of salary support provided by the department is determined by multiplying the faculty member's tenure value by the respective standard sabbatical salary level.

Faculty with approved external funding may supplement sabbatical salary up to 100% FTE. Paid employment outside the University during sabbatical is not permitted unless directly related to the purpose of the leave and approved in advance using Form 1460 (Request for Outside Professional Work for Compensation). Supplemental grants or fellowships may be accepted provided they do not interfere with the approved sabbatical plan.

Eligibility

A faculty member is eligible to apply for sabbatical in their seventh (7th) year of University service or in the seventh (7th) year following return from a previous sabbatical. Assistant Professors are not eligible until they have been reviewed and approved for tenure/promotion.

Post-Sabbatical Obligation

Faculty are required to return to active University service for at least one academic year following completion of sabbatical, or a prorated amount of time aligning with their absence. Failure to fulfill this obligation will require repayment of salary received during the leave.

CBE Sabbatical Timeline and Responsibilities

Faculty apply in the academic year preceding the proposed sabbatical.

Late September to early October: The Provost/Academic Personnel (APF) notifies CBE of number of sabbatical quarters available for the following academic year.

October: Faculty discuss sabbatical plans with their department chair. Chairs or faculty notify the administrator, who initiates an Interfolio case.

By November 1: Faculty submit sabbatical materials in Interfolio and forward the case to the department chair.

November 1-15: Department chairs review applications, complete the Interfolio recommendation, and prepare a separate prioritization memo to the Dean if submitting multiple applications.

By November 15: Chairs forward applications to the Dean for review.

November 15 to December 15: The Dean, in consultation with department chairs, determines which applications will be forwarded to the Provost.

December 15: The Dean submits approved applications to the Provost/APF.

Application Materials: Faculty

1. Sabbatical application form (Interfolio)
2. Sabbatical letter describing:
 - a. Purpose and use of sabbatical time
 - b. Project timeline
 - c. Planned affiliations
 - d. Special resources
 - e. Anticipated supplemental funding
3. Curriculum vitae
4. Optional supporting letters

Responsibilities of the Department Chair

The chair reviews application materials and completes the Appointing Unit Leader recommendation in Interfolio. When forwarding multiple applications, the chair provides a separate memo to the Dean summarizing and prioritizing proposals based primarily on proposal merit and feasibility, and secondarily on prior sabbatical history or similar factors.

Responsibilities of the Dean

The Dean reviews all materials and completes the decision form by December 15. If requests exceed allocated quarters, the Dean may recommend reduced awards or request deferrals. Deferred requests are not guaranteed approval in a future year.

Other Academic Personnel Leave Types

Leave without Pay

Faculty may request full or partial leave without pay through Workday, initiated by the faculty member or Academic Partner. Details are available in the [Leave of Absence - Leave Without Pay user guide](#).

Key considerations:

- Leave percentage must be entered as a comment on the Workday request.
- Faculty buying out time on grants or contracts do not file a leave request.
- Academic Partners must enter associated time off to ensure correct paid FTE.
- Retaining at least 5% University salary allows continuation of University-paid benefits; faculty should consult the Benefits Office.

Partial leave may be used when external funding does not cover full salary or when working outside the University at less than 100% FTE.

For Assistant Professors, a leave that exceeds 50% time and lasts six months or more in an academic year extends the mandatory promotion/tenure clock by one year. This extension must be initiated in Workday by the Academic Partner. No leaves are approved during the sixth year of appointment.

Sick Leave

Eligible faculty may use up to 90 calendar days of paid sick leave per academic year. Medical documentation must be submitted directly to Human Resources and must not be provided to the departments or the Dean's Office. Guidance is available through Human Resources and the [Faculty paid sick, medical or family leave website](#).

Family and Medical Leave

Family and Medical Leave may be covered under the federal Family and Medical Leave Act (FMLA) and Washington State Paid Family and Medical Leave (PFML). These programs often run concurrently but are administered separately. Leave requests are initiated by the employee in Workday. Faculty should consult [Human Resources](#) for eligibility and coordination details.

College Expectations for Short-Term Absences

Faculty are responsible for timely communication with their department chair regarding absences. Chairs must ensure instructional continuity and approve substitute instruction when needed, including appropriate appointments and pay.

Absences exceeding eight consecutive business days require formal approval by the Dean.