

University ID

Date \_\_\_\_\_

I, \_\_\_\_\_, hereby apply for sabbatical leave from \_\_\_\_\_ to \_\_\_\_\_  
*Name (please enter in full.)*

The purpose of my sabbatical leave is \_\_\_\_\_

**Salary and Service**

My yearly salary basis during this period of leave is \_\_\_\_\_ % salary in accordance with the Administrative Rules of the State Board of Higher Education governing such leaves.

My salary rate for the current fiscal year (at time of application) is \$ \_\_\_\_\_ on the basis of \_\_\_\_\_ months of service for \_\_\_\_\_ full-time equivalency (FTE). My tenure date is \_\_\_\_\_ .

I have been a member of the faculty at Oregon State University for \_\_\_\_\_ years, holding academic ranks with full-time service as follows for the years indicated. *(For leaves based on other than full-time service, attach exhibit showing computation of eligibility and salary.)*

**Sabbatical Leaves** *(check one)*

I have had no previous sabbatical leaves  My previous sabbatical leaves have been as follows:

From \_\_\_\_\_ to \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

**For Administrative Use Only:**

Eligibility, Service, and Salary data verified for Institution by: \_\_\_\_\_

**Contract**

If granted sabbatical leave, I hereby agree to abide by the Oregon Board of Higher Education's *Administrative Rules* in effect as of the date of this agreement, covering such leave, which rules are incorporated into and made a part of this application and contract. For convenience the Board's rules in effect as of Jan. 1, 1990, are set forth on the reverse side of this sheet.

**I hereby further agree to remain in the service of the Oregon University System and Oregon State University for at least one year after the expiration of the sabbatical leave for which I am applying.** If I fail to remain in the service of the Board and the Institution for a full year after the expiration of my sabbatical leave, I agree to refund to the Board and the institution, within three months, the amount paid during this period of sabbatical leave, including salary and health care and retirement contributions. In case of my permanent disability, due to ill health or accident, or death, neither I nor my heirs shall be obligated to refund any part of the amount paid me as salary while on sabbatical leave.

**I have read and understand the university's sabbatical leave policy.**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Present Rank or Title**

\_\_\_\_\_  
**Department/College**

**Approved**

\_\_\_\_\_  
 Chair/Head of Department

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Dean or Director

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Provost and Executive Vice President

\_\_\_\_\_  
 Date

**Amendments to This Contract**  
 When signed by all parties, this document becomes a contract. Cancellation of the leave, change in dates, purpose, or any other conditions must be approved by all signatories of this agreement. Cancellations should be made by letter. Other changes may be made on copies and initialed by all signatories, or a substitute agreement marked "revised" may be submitted.

**580-021-0200 Purposes of Sabbatical Leave** Sabbatical leave is granted to unclassified employees having academic rank for purposes of research, writing, advanced study, travel undertaken for observation and study of conditions in our own or in other countries affecting the applicants field or related scholarly or professional activities. Sabbatical leave is a privilege and not a right. It is granted only when it can be shown that the applicant is capable of using this period in a manner that will thereafter increase the applicant's effectiveness to the institution and to the state.

*Statutory Authority: ORS 351.070 Hist.: HEB 3-1978, f. & ef. 6-5-78; HEB 8-1989, f. 12-11-89, cert. ef. 1-1-90; section (2) renumbered to 581-021-0245; HEB 1-1993, f. & cert. ef. 2-5-93*

**580-021-0205 Eligibility for Sabbatical Leave**

(1) An unclassified employee appointed at .5 FTE or more, with the rank of Senior Instructor, Assistant Professor, Associate Professor, Professor, Research Associate or Senior Research Associate may be considered for sabbatical leave:

- (a) After having been continuously appointed without interruption by a sabbatical leave for 18 academic quarters (excluding Summer Session) or, in the case of 12-month faculty, 72 months; or
- (b) After having accumulated the equivalent of 6.0 FTE years over an indefinite period of 9-month or 12-month appointments uninterrupted by a sabbatical leave.
- (c) Prior service at the ranks of Instructor, Lecturer or Research Assistant, when leading to a promotion to a higher rank, may be considered by an institution president as part of the period of accumulated service for the purposes of the time requirement for sabbatical eligibility.

(2) A series of appointments shall be considered continuous whether or not interrupted by one or more authorized leaves of absence other than a sabbatical leave. A one-year period of appointment at less than .5 FTE will count as a period of accumulated service for purposes of the time requirement for sabbatical eligibility. An authorized leave of absence will not prejudice the staff member's eligibility for sabbatical leave. Academic staff members may be considered for subsequent sabbatical leaves after again satisfying the conditions specified in subsections (1)(a) or (b) of this rule. Cases involving mixed terms of service may be adjusted by the institutional president or the president's designee, in accordance with the principles set forth in this rule.

(3) For institutional convenience, and at the initiative and sole discretion of the institution, a sabbatical leave may be delayed by up to two years. In such instances, the academic staff member will become eligible for a succeeding sabbatical leave after an equivalently reduced period of years. This section applies to a maximum of 14 consecutive years, covering two possible sabbatical leaves. The same agreement may be negotiated, again for institutional convenience, in subsequent 14-year periods.

(4) Sabbatical leave privileges may be granted to unclassified employees in special positions of responsibility and trust, even though they do not hold academic rank. Eligibility for this class of employees will be determined in the manner described in section (1) of this rule. Recommendations for sabbatical leave for the above-referenced unclassified staff members not otherwise qualified may be made in exceptional cases only at the discretion of institution presidents.

(5) For purposes of determining eligibility for sabbatical leave, time spent on an authorized military leave from a Department institution shall be considered as institutional service.

(6) Salary received by an academic staff member during a sabbatical shall be calculated as follows:

(a) Salary under subsection (1)(a) of this rule shall be a percentage (determined by OAR 580-021-0225 or 580-021-0230) of the academic staff member's annual rate multiplied by the average FTE at which the academic staff member was appointed during the 6.0 FTE years immediately prior to the sabbatical leave. Presidents shall have the authority and discretion to interpret special circumstances in this regard. For purposes of this subsection, eligibility years are the 18 academic quarters (excluding Summer Session) or in the case of 12-month faculty, 72 months of continuous employment at half-time or more that result in the academic staff member's eligibility for sabbatical leave under subsection (1)(a) of this rule.

(b) Salary under subsection (1)(b) of this rule shall be a percentage (determined by OAR 580-021-0225 or 580-021-0230) of the academic staff member's annual rate in effect at the time the sabbatical leave begins.

(c) If during the period of sabbatical leave the institution allocates salary increases to its academic staff members, the annual rate of the academic staff member on sabbatical leave will be increased by the appropriate amount effective on the date that the salary increase was granted.

*Statutory Authority: ORS 351.070 Stats. Implemented: ORS 351.070 Hist.: HEB 3-1978, f. & ef. 6-5-78; HEB 4-1987, f. 4-22-87, ef. 7-1-87; HEB 8-1989, f. 12-11-89, cert. ef. 1-1-90; HEB 1-1993, f. & cert. ef. 2-5-93; HEB 5-1996, f. & cert. ef. 12-18-96*

**580-021-0210 Approval and Revisions of Sabbatical Leave Agreements** (1) Sabbatical leave shall be granted only if approved by the president or designee. (2) Revision of the sabbatical leave program or other terms and conditions of the agreement shall be approved by all parties to the original agreement.

*Statutory Authority: ORS 351.070 Hist.: HEB 3-1978, f. & ef. 6-5-78; HEB 8-1989, f. 12-11-89, cert. ef. 1-1-90; HEB 1-1993, f. & cert. ef. 2-5-93*

**580-021-0215 Sabbatical Leave Reports** At the end of the sabbatical leave, the staff member shall submit a report of the accomplishments and benefits resulting from the leave, filing copies with the department head, the dean and the president.

*Statutory Authority: ORS 351.070 Stats. Implemented: ORS 351.070 Hist.: HEB 3-1978, f. & ef. 6-5-78; HEB 8-1989, f. 12-11-89, cert. ef. 1-1-90; HEB 1-1993, f. & cert. ef. 2-5-93; HEB 5-1996, f. & cert. ef. 12-18-96*

**580-021-0220 Obligation to Return** Each academic staff member, in applying for sabbatical leave, shall sign an agreement to return to the institution for a period of at least one year's service on completion of the leave. If an academic staff member fails to fulfill this obligation, the academic staff member shall repay the full salary paid during the leave plus the health care and retirement contribution paid by the institution on behalf of the academic staff member during the leave. This amount is due and payable three months following the date designated in the sabbatical agreement for the faculty member to return to the institution.

*Statutory Authority: ORS 351.070 Hist.: HEB 3-1978, f. & ef. 6-5-78; HEB 8-1989, f. 12-11-89, cert. ef. 1-1-90; HEB 1-1993, f. & cert. ef. 2-5-93*

**580-021-0225 Length of Leave for Academic-Year Staff** Staff members employed on an academic-year basis are eligible for one of the following types of leave:

(1) Academic-year staff other than the University of Oregon School of Law faculty:

- (a) One academic year (three terms) on 60 percent salary during the period of sabbatical leave;
- (b) Two-thirds of an academic year (two terms) on 75 percent salary during the period of sabbatical leave;
- (c) One-third of an academic year (one term) on 85 percent salary during the period of sabbatical leave.

(2) Academic year staff at the University of Oregon School of Law:

- (a) One academic year (two semesters) on 50 percent salary during the period of sabbatical leave;
- (b) One-half academic year (one semester) on 100 percent salary during the period of sabbatical leave.

*Statutory Authority: ORS 240 & 351.070 Stats. Implemented: ORS 351.070 Hist.: HEB 3-1978, f. & ef. 6-5-78; HEB 1-1983, f. & ef. 1-19-83; HEB 3-1984, f. & ef. 3-21-84; HEB 1-1993, f. & cert. ef. 2-5-93; HEB 5-1996, f. & cert. ef. 12-18-96*

**580-021-0230 Length of Leave for Fiscal-Year Staff** Staff members employed on a fiscal-year basis are eligible for one of the following types of leave:

- (1) One year (12 months) on 60 percent salary during the period of sabbatical leave;
- (2) Two-thirds of a year (eight months) on 75 percent salary during the period of sabbatical leave;
- (3) One-third of a year (four months) on 85 percent salary during the period of sabbatical leave.

*Statutory Authority: ORS 351.070 Stats. Implemented: ORS 351.070 Hist.: HEB 3-1978, f. & ef. 6-5-78; HEB 1-1983, f. & ef. 1-19-83; HEB 1-1993, f. & cert. ef. 2-5-93; HEB 5-1996, f. & cert. ef. 12-18-96*

**580-021-0235 Cost of Sabbatical Leaves** The cost of granting a sabbatical leave shall be financed within the funds allotted to the institution that employs the staff member.

*Statutory Authority: ORS 351.070 Hist.: HEB 3-1978, f. & ef. 6-5-78; HEB 1-1993, f. & cert. ef. 2-5-93*

**580-021-0240 Supplementing of Sabbatical Incomes** Staff members on sabbatical leave may supplement their sabbatical salaries to a reasonable degree, provided that such supplementation strictly conforms to the stated and approved purposes of the sabbatical leave.

*Statutory Authority: ORS 351.070 Hist.: HEB 3-1978, f. & ef. 6-5-78; HEB 8-1989, f. 12-11-89, cert. ef. 1-1-90*

**580-021-0245 Policy Regarding Sabbatical Leave** The policy on sabbatical leaves shall be uniform for all Department institutions insofar as possible.

*Statutory Authority: ORS 351.070 Hist.: HEB 3-1978, f. & ef. 6-5-78; HEB 8-1989, f. 12-11-89, cert. ef. 1-1-90; Renumbered from 580-021-0200(2); HEB 1-1993, f. & cert. ef. 2-5-93*

**PROCEDURE**  
**Application and Contract for Sabbatical Leave**

1. After completing the application, make **three copies, two-sided, on pink paper**. (The Administrative Rules must appear on the back side of the Contract.)
2. If the form is not completed online, please **type**.
3. Purpose of sabbatical leave needs to be detailed. Summarize the activities on the application and attach a more detailed description (usually one or two pages).
4. Attach a copy of an up-to-date vita
5. All three copies should have original signatures. Route for signatures:
  - a. Department head/chair
  - b. Dean or Director
  - c. Office of Human Resources (eligibility, service, salary data verification)
  - d. Provost
6. Upon approval, three copies will be returned to the Dean or Director's Office. Distribution:
  - a. Dean or Director's Office
  - b. Department
  - c. Employee
7. An approved copy of the application will be retained in the "official" file in the Office of Human Resources.

In January, a letter will be sent to those employees who were on sabbatical the previous calendar year. This form certifies the dates the employee was on leave and can be used for tax deductions (check with your accountant).

**REMEMBER: These are legal, binding contracts.**