

## University of Louisiana System

**Title: SABBATICAL LEAVE**

**Effective Date: July 1, 2003**

**Cancellation: Formerly a Board RULE**

**Chapter: Faculty and Staff**

### **Policy and Procedures Memorandum**

“Faculty” is defined in LSA-R.S. 17:3304 as follows: “Members of the instructional staff of each college and university having the rank of instructor or higher and persons engaged in library, artistic, research and investigative positions of equal dignity shall constitute the faculty of each college and university. The head of each college or university and its academic officers shall be members of the faculty.”

(Revision approved 12/3/93).

1. For the purpose of professional or cultural improvement, or renewal, this leave may be granted for two semesters (52 weeks for 12-month employees). It may be granted following any six or more consecutive fiscal years of active service in the institution where such individual is employed. An individual may not accumulate time in an attempt to qualify for more than one consecutive year of such leave. Leave also may be granted for one semester (26 weeks for 12-month employees) following three or more consecutive years of such service by an individual, provided that absence due to sick leave shall not be deemed to interrupt the active service provided for herein. A sabbatical leave taken during a summer session shall be considered a semester for leave purposes.
2. The compensation from the state for the period of leave approved shall be at the rate of not more than 75 percent of the salary the individual will receive during the current fiscal year for the period of time leave is applied for and granted. Employers and employees shall contribute to the retirement system on the basis of full annual salary rate. Compensation payable to persons on leave shall be paid at the times at which salaries of the other members of the teaching staff are paid and in the same manner.

3. In those cases where the faculty member or administrator receives outside compensation, such payment is to be approved in writing and in advance by the president as supportive of the purposes of the leave. If outside compensation plus paid leave would exceed the regular salary the leave pay will be reduced so that the institution will pay no leave if the outside compensation equals or exceeds the regular pay. But nothing shall prevent the faculty from being remunerated by outside agencies at higher rates than his regular pay.
4. After each leave period is completed, evidence as determined by the institution must be submitted to the appropriate supervisor to indicate that the purpose for which the leave was granted has been achieved.
5. At no time during any semester of an academic year shall the number of persons on leave with pay (except sick leave) exceed 5 percent of the total faculty.
6. In accepting a leave of absence with pay, the faculty member shall be understood to assume a legal obligation as listed in Acts 1991, 858 (R.S. 17:3328) to return to the institution for at least one year of further service. A copy of this rule shall be included in the institution faculty handbook and made known to each applicant for such leave.
7. Individuals accepting sabbatical leave (with pay) are cautioned about prohibitions against dual appointments or dual employment as described in LSA-R.S. 42:63.
8. Sabbatical leave shall be granted only with prior Board approval.