Yale School of Medicine Sabbatical Guidelines

General:

- Sabbaticals must be approved by all charging Departments.
- Only approved sabbatical wages based upon the IRS pension cap should be charged to expenditure type 711500, source 0061AM and to an appropriate Org in his/her Home Department. All other wages paid during a sabbatical should be charged to the normal expenditure types and appropriate accounts for the faculty member.
- For Line of Business reporting charge the following projects if the sabbatical expense is considered:
  - Education 0035047
  - Research 1041618
  - Clinical 1041619
  - Administration 1045459
- Only approved sabbatical leave charges can be posted to this account. The leave of absence expenditure types are monitored and inappropriate charging must be corrected or removed from the account.
- Sabbatical funds will be credited to departments quarterly to source 00061: project 1041618 expenditure type 527191, to the XXX001 Org. (or call Ken Hoyt to discuss alternate distribution methodologies).
- Sabbatical funds credited must then be reallocated to the correct if needed.
- project/org. Sabbatical reimbursements to the departments will be calculated based upon salaried individual charges to that department.

Specific Guidelines:

Length:
Faculty Handbook Updates: January 2010

- Section XVII.A.1 (Page 107):
  Leave is a privilege, not a right, and generally will be granted only when the Provost is assured that the leave will not have adverse effects on department teaching, administrative responsibilities, clinical responsibilities, or research.
• Section XVII.B.2.b. (Page 110):

In the School of Medicine a Triennial Leave is up to four months in length, during which time a faculty member receives full salary.

• Section XVII.B.3.b. (Page 111):

Sabbatical Leaves of Absence Length and Salary; A Sabbatical Leave may be up to one semester at full salary or up to a full year at half salary.

• A Leave of Absence categorized as a Sabbatical may be taken for up to six months at full salary.
• Sabbaticals between 7 – 12 months are eligible for half salary

Reimbursement:
• Sabbatical reimbursement will consist of two identifiable pieces, fringe reimbursement and GA YSM “tack on” reimbursement.
• Sabbatical fringe reimbursement monies are restricted to sabbatical benefits only.
• The Sabbatical reimbursement account in source 61 can be managed over a period of time with deficits and surpluses allowed to accumulate as long as source 61 in your department is not in an overall deficit, in which case it must be cleared to zero. These deficits, as with all other project deficits, should have an acceptable explanation for resolution.

Sponsored Agreements:
• Federal Guidelines require an awarding agency’s approval should leave result in:
  o A change in scope of work
  o Absence from a project for a continuous period of 3 months or more.
  o Designation of an interim PI.
  o Withdrawal from a project entirely.
  o Reduction in effort by 25% or more from the level approved at the time of award.
• Key personnel with Federally sponsored research should notify GCA of their intent to comply with the terms of their grant award during their period of sabbatical.
• Non-Federal sponsors may also require approval as noted by policy or award terms and conditions and should be individually discussed with GCA to determine appropriate action.

Contacts:

Procedure – Ken Hoyt 785-4449
Policies and Procedures:

Faculty Handbook: Section VII. Leaves of Absence: University Wide

http://www.yale.edu/provost/handbook/yfhtoc.html