Full-time associate professors and professors in all ladder tracks are eligible for sabbatical/triennial leaves paid by University funds. **These leaves are a privilege, not a right.** They may be granted if they satisfy University-Wide policies related to leaves as outlined in the Faculty Handbook, Section XVII and additional School-specific policies and procedures, as described below.

**Faculty Policies**

*Excerpts from the Yale University Faculty Handbook*

*Yale University Faculty Handbook – August 22, 2019*

**Section XVII. University-Wide Policies**

All research leaves with salary paid from University funds are granted by the authority of the Corporation for purposes of research or to allow faculty to benefit from professional opportunities that necessitate a short time away from their normal duties.

**A. General Conditions Governing All Leaves (select excerpts)**

1. **Leave is a privilege, not a right.** Eligibility for a leave according to the policies spelled out below does not in itself constitute entitlement to the leave. No leave will be granted without the approval of the Dean of the professional school in consultation with the Office of the Provost. A leave generally will be granted only if the department or program chair and Dean are assured that the leave will not have adverse effects on the department’s program’s or school’s teaching, research program, or clinical or administrative responsibilities. A faculty member may be denied a leave if, during the period since the initial appointment or the prior leave, they have not adequately met their responsibilities to teaching, research, clinical work, and administrative service. Faculty members are expected to remain on campus and to teach during all semesters when not on an approved leave.

2. A faculty member requesting a leave must submit a formal application in accordance with the regulations and deadlines established by their particular school. All applications for a research leave should include a full description of the faculty member’s plans for that leave.

3. The period of a full-year leave is defined as the academic year during which faculty members are otherwise expected to meet their institutional responsibilities. In the School of Medicine, the normal requirement that a full-year leave be taken within a single academic year may be altered occasionally to permit such a leave to be taken during successive terms in the same calendar year. [this is number 4 in the handbook section noted above]
4. No member of a University faculty may be on leave, whether paid or unpaid, more than four semesters in a seven-year period unless required by law. [this is number 7 in the handbook section noted above]

B. Leaves with Salary from University Funds

1. General

a. Eligibility. The normal expectation is that a full year of teaching in residence must follow any leave. Faculty members who intend to resign from the University at the end of a leave are not eligible for paid leave during that year, even if they meet other eligibility requirements. However, faculty members who retire or whose terms of appointment expire at the end of an academic year are eligible for paid leave during that year if they meet the other eligibility requirements.

2. Triennial Leave of Absence

a. Eligibility. Eligibility for a Triennial Leave of Absence begins after five semesters of teaching at Yale at the rank of associate professor (both term and without term) or professor, provided that five semesters of full-time teaching in residence have elapsed since the faculty member’s previous paid leave. In the School of Medicine, two and one-half years of full-time faculty activity is considered the equivalent of five semesters of full-time teaching at Yale. Eligibility for a Triennial Leave of Absence in the School of Medicine begins after two years** of full-time activity at the rank of associate professor or professor. Thereafter, the faculty member must complete an additional two and one-half years of full-time activity at Yale subsequent to the prior Triennial Leave before they become eligible for another. Generally, accrued full-time teaching or activity in excess of five semesters or (in the School of Medicine) two and one-half years may not be carried forward beyond one Triennial Leave of Absence in order to meet the eligibility threshold for another, except with permission from the Provost based on major administrative service.

3. Sabbatical Leave of Absence

a. Eligibility. Faculty members shall first become eligible for a Sabbatical Leave of Absence after having taught at Yale or elsewhere at the rank of associate professor or professor for four years without a paid leave of absence. Thereafter they shall be eligible after having taught in those ranks at Yale for six years without a paid leave of absence. In the School of Medicine, faculty members shall first become eligible for a Sabbatical Leave of Absence after having taught at Yale at the rank of associate professor or professor for two years. Thereafter they shall be eligible after having taught in those ranks at Yale for six full years from the end of their previous leave of absence.

Section XII. School of Medicine

N. Leave Policy

Full-time professors and associate professors in the School of Medicine, are eligible to apply for Sabbatical Leaves of Absence and Triennial Leaves of Absence under those policies and conditions described in Section XVII. Senior Faculty Fellowships are not available at the School of Medicine. Eligibility for a Triennial Leave of Absence in the School of Medicine begins after two years** of full-time activity at the rank of associate professor or professor. Thereafter, the faculty member will become eligible for a Triennial Leave after each additional two and one-half years of full-time faculty activity at Yale. Faculty members shall first become eligible for a Sabbatical Leave of Absence after having been employed at Yale at the rank of associate professor or professor for two years.** Thereafter, they shall be eligible after having taught in those ranks at Yale for six full years from the end of their previous leave of absence.

In the School of Medicine, a Triennial Leave of Absence is up to four months in length during which time a faculty member receives full pay. A Sabbatical Leave of Absence may be up to six months at full salary or up to one year at half salary. Clinical Track faculty leaves are granted for professional or clinical skill development that will advance Yale Medicine and/or the Yale clinical mission. The leaves are subject to
the same restrictions for sabbatical and triennial leaves for the other faculty tracks. Additionally, leaves in
the Clinical Track may be of variable length because of the particular requirements of maintaining a
clinical practice, but cannot exceed the traditional sabbatical maximum of six months at full salary or
twelve months at half salary in any seven-year period.

A leave of absence without salary may be granted to any member of the faculty, on the recommendation
of the Chair and Dean, with the restrictions and provisions described in Section XVII.C.

**Faculty Phased Retirement Plan**
While in phased retirement, eligible faculty may schedule one sabbatical or triennial leave and receive the
percentage of salary (not otherwise covered by the fringe benefit pool) designated to that specific year of
the phased retirement plan. When taken during a phased retirement arrangement, sabbaticals or triennial
leaves relieve part of the workload in a given year and may be taken as a terminal leave.

**Administrative Procedures**
Departments will be expected to manage sabbatical and triennial leave funds to maximize appropriate
opportunities for eligible faculty members to take a leave of absence for valid academic purposes. Funds
in YD000391 are designated for sabbatical and triennial leaves and cannot be used for other purposes
until consolidated to a chair-controlled unrestricted account as detailed in the “Fiscal Year-End Balance
Adjustments” section below.

Eligible faculty must submit a written **Sabbatical Triennial Request** to their department. Departments
should review the faculty member’s written request for the leave. This request should clearly set forth the
faculty member’s plan for use of their leave and how the leave will contribute to the faculty member’s
research, clinical skills, educational effort, or other academic endeavors.

Decisions to approve or not approve a leave request will be made by the Chair (or the departmental
committee on faculty leaves) subject to the approval of the Dean’s Office. The decisions to approve or
reject requests for sabbatical and triennial leaves should be based on the merit of the faculty member’s
proposal for using the leave, the anticipated impact on the department’s operations (including teaching,
administrative, and clinical responsibilities) as well as the availability of departmental funding.

Decisions regarding leaves must be equitable and non-discriminatory and fully consistent with the
University’s policies on non-discrimination and non-retaliation.

**Financial Policy & Procedures**
**Sabbatical and Triennial Leave Funding to Departments**
Faculty and M&P staff salaries at the School of Medicine have an assessment levied to create a pool of
funds to pay for these leaves.

While the University and the School of Medicine transact the assessment to COA code combinations
based on where eligible salaries are booked, the money is returned to each department centrally to
manage internally.

- Reimbursements to the departments will be calculated based upon all salaried individuals’
  charges to that department.
- Funds will be credited to departments quarterly to:
  - **Yale Designated: YD000391 Faculty LOA**
  - **Program: PG00032 Research (21)**
  - **Project: PJ000001**
  - **Ledger Account: 91038/91046**
Salary Expense While on Academic Leave

When eligible faculty are approved for a sabbatical or triennial leave of absence, regular salary (not including extra compensation) should be charged as follows:

- **Yale Designated**: YD000391 Faculty LOA
- **Fund**: FD18 – Internally Designated - Unrestricted
- **Cost Center**: Determined by faculty member’s Home Department
- **Program/Mission**: Generally, leaves are intended to be for Research, but other missions may be used depending on the nature of the work being done while on leave:
  - PG00032 Research (21)
  - PG00035 Clinical - Patient Care (31)
  - PG00030 Education Support - Leadership and Administration (12)
- **Project**: PJ000001
- **Ledger Account**: The preferred method for payroll costing is to enter it into YBT and push to Workday via Make it So. Using this method, enter the appropriate ledger account in YBT to ensure that the Additional Worktag, Costing Treatment>FacSabbatical costing treatment is applied in Workday. This will remove the fringe assessment for the allocation period:
  - 71003: Faculty Salaries - LOA – tenured
  - 71004: Faculty Salaries - LOA - non-tenured
  - 71005: Faculty Salaries - LOA - non-ladder

When scheduling the payroll costing directly in Workday, you will not choose a ledger account, but must use the Additional Worktag, Costing Treatment>FacSabbatical. This will drive the ledger account and remove the fringe assessment for the allocation period.

This worktag should not be used on an allocation that includes a Grant worktag even if the Grant is charged during the leave. Only approved sabbatical and triennial leave charges can be posted to YD000391. The leave of absence funding sources will be monitored periodically by the YSM Controller and you may be asked to correct or remove inappropriate charges from the account.

Fiscal Year-End Balance Adjustments***

YSM Finance will adjust departmental account balances (YD000391) by:

- Splitting surplus >$100K 50/50 between the Chair and YSM Central if departments spend less than their credit. 50% of Department funds >$100K will be moved to a Chair - Controlled unrestricted account. The funds in the Chair-Controller unrestricted account are no longer required to be used for leaves (unless the Chair decides to use it that way). The other 50% will be transferred to YSM Central.
- Restoring the balance to $100K if the year end balance is >=$0 and <$100K via a funds transfer from YSM Central.
- Reviewing year-end deficits in YD000391 relative to the most recent Budget/Q1/Q2/Q3 process:
  - YSM Finance will review a summarized file (including notes from departments) with the Deputy Deans explaining why a department’s leave of absence costs exceed the available balance.
  - YSM Finance will coordinate with departments to either:
    - Adjust approved sabbaticals and triennials based on Deputy Dean review
- Use department balances to cover the shortfall
- Transfer from YSM Central to cover the shortfall
- A combination of the above options
- **Note:** If YSM Finance will cover the shortfall, the balance will be restored to $100K.

**Budgeting for Academic Leaves and Balance Consolidation***

During the budget and monitoring processes, departments should plan leaves based on the projected assessment credits. The YBT reports “YSM18 Q2 Sabbatical Balance Check” and “YSM28 Budget Sabbatical Balance Check” can be used to facilitate this analysis.

- If the planned spend is more than the planned credit, the department should include a transfer from YSM Finance (LA92020) to balance the account to $100K. Note: Inclusion in the budget does not necessarily equate to final approval.
- Departments need to explain the overage in the budget files for YSM Finance to review with the Deputy Deans
- If the planned spend is less than the planned credit, the surplus >$100K will be split 50/50 between the Chair and Dean. The transfer to YSM Finance and department COA should be included (assumed) in the budget and forecasts:
  - $100K remains in YD000391
  - 50% transfer out to YSM Finance
  - 50% to department COA – “Dept All” Cost Center.YD000001.PG00032 – Research.PJ000001.no assignee.LA92020

**Frequently Asked Questions**

1. **Does a faculty member need to be full-time when they request a leave if they have put in the requisite full-time effort since the last sabbatical/triennial leave but are no longer full-time?**
   - Yes. The University-wide policy for sabbatical/triennial leaves eligibility requirement states that full-time faculty are eligible for these leaves. The exception is for faculty on phased retirement who otherwise meet eligibility requirements for a leave.

2. **What if academic leave requests in a given year exceed the department’s planned annual credit?**
   - Departments should continue to review requests and decide which sabbatical and triennial leaves should be approved, denied or limited in duration taking into consideration available balances.
   - It is understood that some departments plan these expenses out over a multi-year horizon:
     - If the planned spend in any given year exceeds the planned credit, the Fiscal Year-End Adjustment review process described above applies.

3. **What if an individual postponed a previously approved academic leave, is now requesting to take the leave in the next fiscal year, and after the balance consolidation the department no longer anticipates having enough funding in YD000391 to support the leave?**
   - Previously approved academic leaves should be honored assuming there are no adverse impacts on departmental academic and service responsibilities.
   - If the additional academic leave results in a deficit in YD000391, please see Fiscal Year-End Adjustment section above.

4. **What if an individual requests an academic leave in FY21 that was not previously approved, and the department will not have enough funding in YD000391 to support the leave?**
   - Department should follow their usual departmental business decision processes:
     - Department says no or allows a smaller/shorter leave.
Department approved the leave based on appropriateness of the request and internal equity, etc.

If the additional academic leave results in a deficit in YD000391, please see Fiscal Year-End Adjustment section above.

*These guidelines apply to academic leaves only (sabbatical and triennial), not other types of leave such as medical disability or child rearing.

**The correct YSM eligibility criteria is noted above. The faculty handbook will be updated to reflect this.

***Excludes School of Public Health and MB&B.

**Contacts:**

Accounting Procedures – ysmcontroller@yale.edu
Financial Planning & Analysis – Andy.Pels@yale.edu
Faculty Leave of Absence Policies – faculty.affairs@yale.edu

**Reference Documents:**

YSM Guidelines for Granting Sabbatical and Triennial Leaves
Yale University Faculty Handbook