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 and one-half 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 and one-half 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.
Salary Expense while on leave

When eligible faculty are approved for a sabbatical leave of absence, salary up to the salary amount bearing full fringe benefit assessments (normally the IRS pension cap) should be charged as follows:

a. **Yale Designated:** YD000391 Faculty LOA  
b. **Fund:** FD18 – Internally Designated - Unrestricted  
c. **Cost Center:** Determined by faculty member’s Home Department  
d. **Line of Business:** 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.
   i. **Education**  PG00030 (Education Support – Leadership and Admin)  
   ii. **Research**  PG00032 (Research)  
   iii. **Clinical**  PG00035 (Patient Care)  
e. **Project:** PJ000001  
f. **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 FacLOA worktag is applied in Workday – this will suppress the fringe benefit assessment:
   i. 71003: Faculty Salaries - LOA – tenured  
   ii. 71004: Faculty Salaries - LOA - non-tenured  
   iii. 71005: Faculty Salaries - LOA - non-ladder  

If scheduling the payroll costing directly in Workday, you will not choose a ledger account and must add the FacLOA worktag.

All other wages paid during a sabbatical should be charged to the normal Ledger Accounts and appropriate COA’s for the faculty member.

Only approved sabbatical leave charges can be posted to this account. 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.

Sabbatical Funding

Every faculty and M&P staff salary at the School of Medicine has an incremental charge included in the fringe rate for Federal and Non-Federal Sponsor funded activity and an assessment on all other account code combinations to create a funding source to be used by the department to pay for these leaves at the discretion of the Chair.

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

1. Sabbatical reimbursements to the departments will be calculated based upon all salaried individuals’ charges to that department.
2. Sabbatical funds will be credited to departments quarterly to:
   - **Yale Designated:** YD000391 Faculty LOA  
   - **Program:** PG00032 Research (21)  
   - **Project:** PJ000001  
   - **Ledger Account:** 91038/91046  
   - **Cost Center:** “Department – All” (unless other arrangements have been made with the YSM Controller’s Office)  
   - no assignee or location worktag
**When can the sabbatical balance be used for other costs?**
Departments may be permitted to access sabbatical balances for selected one-time costs with approval from the YSM Dean’s Office. To request approval, the Lead Administrator must submit the Faculty Sabbatical Account Balance Analysis Template found on the YSM Finance website: https://medicine.yale.edu/finance/forms/ along with a brief description of the intended use of the requested funds to the Associate Dean of Finance, YSM for review.

Requests for one-time use of funds will be granted if there is sufficient accumulated balance in the sabbatical Yale Designated account (YD000391) to cover projected sabbatical drawdown net of planned additions to the account for the next 5 years.

**Contacts:**

Procedure – YSM Controller at YSMCONTROLLER@YALE.EDU
Approve to use excess balances – Associate Dean of Finance, YSM carrie.capezzone@yale.edu

**University Policies and Procedures:**

Faculty Handbook: Section XVII. Leaves of Absence and Teaching Relief: University-wide
https://provost.yale.edu/faculty-handbook