YSM Procedures & Guidelines

Yale School of Medicine Sabbatical Guidelines
Issued: March 15, 2006
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Excerpt from the Yale University Faculty Handbook
Section XII. School of Medicine

102 Yale University Faculty Handbook — November 1, 2016

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 taught 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.

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

2. All wages paid during a sabbatical should be charged to the normal expenditure types and appropriate accounts for the faculty member.
1. 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: 91046
   - Cost Center: “Department – All” (unless other arrangements have been made with the YSM Controller’s Office)
   - no assignee or location worktag should be used

_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/](https://medicine.yale.edu/finance/forms/) named Faculty Sabbatical Account Balance Analysis Template.xlsx 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,
Specific Guidelines:  
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 6 months 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

Contacts:

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

Policies and Procedures:

Faculty Handbook: Section VII. Leaves of Absence: University Wide
http://www.yale.edu/provost/handbook/yfhtoc.html