Benefits and Privileges: APM - 740 - Leaves of Absence/Sabbatical Leaves

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Benefits and Privileges: APM - 740 - Leaves of Absence/Sabbatical Leaves

740-0 Policy

The policy on sabbatical leave is established by The Regents and is set forth in Regents Policy 2305; Policy on Sabbatical Leaves of Absence.

740-4 Definitions and Concepts

The following definitions concerning sabbatical leaves apply for the purposes of APM - 740:

a. Academic-Year Appointments or Academic-Year Appointees

These terms refer to appointments in which the service period corresponds to the traditional academic calendar, from the beginning of the Fall term to the end of the Spring term. With the approval of the Chancellor, a faculty member may substitute the summer quarter or semester for a quarter or semester during the traditional academic year. In all cases, the academic-year faculty member works two (2) semesters or three (3) quarters including inter-sessions.

b. Fiscal-Year Appointments or Fiscal-Year Appointees

These terms refer to appointments or appointees for a twelve (12)-month period of service.

c. Quarter

A sabbatical leave quarter for an academic-year appointee begins and ends on dates for the respective service period established in the campus' academic calendar for that quarter. (For information concerning pay periods for such service periods, refer to APM - 600.) A sabbatical leave quarter for a fiscal-year appointee is a three (3)-month period, which shall be subject to the restrictions set forth in APM - 740-16-c.

d. Semester

A sabbatical leave period for an academic-year appointee under the semester system begins and ends on dates for the respective service period established in the campus' academic calendar for that semester. A sabbatical leave period for a fiscal-year appointee is a six (6)- month period, which shall be subject to the restrictions set forth in APM - 740-16-c.

e. Recesses

A sabbatical leave for more than one (1) quarter or one (1) semester includes any recesses that occur between the terms covered by sabbatical leave.

Recesses preceding or following a scheduled sabbatical leave are not considered part of the leave period.

f. Vacation for Fiscal-Year Appointee

A fiscal-year appointee accrues vacation credit during a period of sabbatical leave, but such credit can be used only during the period of such leave and it lapses if not used. However, vacation credit accrued and unused prior to a sabbatical leave may be used during the leave or may be carried forward for use following the leave, subject to the provisions of APM - 730 concerning maximum accrual of such credit.

740-8 Types

Sabbatical leaves are of two types:

a. Regular sabbatical leave provides salary at varying percentages of regular salary, depending on the amount of accrued sabbatical leave credit and the option elected by the eligible appointee. (See Charts at the end of APM - 740.) An individual on such regular sabbatical leave is excused from all regular duties to enable full-time effort to research and/or study.

b. Sabbatical leave in residence at the University may be granted to a faculty member who is eligible for a regular sabbatical and who, in addition to a program of research and/or study, will teach at the University of California. Appointees in the Professorial series shall teach one (1) class which meets regularly at least three (3) hours each week during each term of the sabbatical period or will perform an equivalent amount of instructional service in a course or in a clinical setting regarded as essential to the program of that campus. Appointees in all other eligible series shall teach a reduced load based on overall teaching workload. A faculty member on sabbatical leave in residence who meets this teaching requirement shall be freed from all other teaching obligations and from all committee and administrative work.

   The Chancellor may grant an exception to allow a faculty member to substitute significant University or clinical service for some or all of the teaching/instructional requirements described above. Requests for such substitution must be included in the application for sabbatical leave. The substituted service must be essential in nature to the continued mission of the campus or University, as determined by the Chancellor, and require a time commitment equal to or greater than that associated with teaching a class as described above. Such service is not eligible for additional new compensation. The Chancellor shall develop guidelines for what constitutes significant service.

   When a sabbatical leave is spent in residence on a campus other than the home campus, the host campus shall assume the responsibility for payment of the additional salary. (Instructions for preparation of necessary forms for this purpose are given in the Universitywide Accounting Manual section P-196-38, Payroll: Intercampus Transfers and Appointments.) For approval of such a leave by both Chancellors, see APM - 740-24.

740-11 Qualifying Service

Credit toward eligibility to apply for sabbatical leave is earned only by service in the University under the following conditions:

a. Subject to the provisions of APM - 740-11-d through 740-11-i, credit toward eligibility to apply for sabbatical leave is accrued by an academic appointee for each quarter or semester of half-time or more service in one (1) or more of the following titles:

    1) Professor, Associate Professor, Assistant Professor, Instructor, Acting Professor in a law school

    2) Professor of Teaching, Associate Professor of Teaching, Assistant Professor of Teaching

    3) Astronomer, Associate Astronomer, Assistant Astronomer, Junior Astronomer

    4) Agronomist, Associate Agronomist, Assistant Agronomist, Junior Agronomist, and other comparable titles in the Agricultural Experiment Stations, but not including the Specialist series in the Agricultural Experiment Stations

    5) Cooperative Extension Advisor, Associate Cooperative Extension Advisor, Assistant Cooperative Extension Advisor

    6) Specialist in Cooperative Extension, Associate Specialist in Cooperative Extension, Assistant Specialist in Cooperative Extension

b. Subject to the provisions of APM - 740-11-d through 740-11-i, credit toward eligibility to apply for sabbatical leave is accrued by an academic appointee for each quarter or semester of service in one (1) or more of the following titles but only when such service at the percentage of time indicated below is followed immediately by appointment to a title conferring eligibility to apply for sabbatical leave, as listed in APM - 740-11-a and 740-11-c. (See also APM - 740-14.)

    1) Half-time or more service: Acting or Visiting prefix with a title in the Professor or Professor of Teaching series, except Acting Professor in the law school which is covered by APM - 740-11-a, Visiting prefix in the Agronomist in A.E.S. series or in the Astronomer series.

    2) Half-time or more service: Professor in Residence series and Professor of Clinical (e.g., *Medicine*) series.

c. Subject to the provisions of APM - 740-11-d through 740-11-i, credit toward eligibility to apply for sabbatical leave is accrued by an academic appointee with a title listed in APM - 740-11-a or APM - 740-11-b who also holds one of the following academic administrative appointments or Senior Management appointments which, by itself or in combination with an appointment in a department of instruction and research, constitutes half-time or more service. Both academic

administrative and Senior Management appointments with the Acting or Interim prefixes are included in this provision.

1) President, Senior Vice President, Vice President, Associate Vice President, Assistant Vice President

2) Chancellor, Assistant Chancellor, Assistant to the Chancellor, Academic Assistant to the Chancellor, Vice Chancellor, Associate Vice Chancellor, Assistant Vice Chancellor, Assistant to the Vice Chancellor, Academic Assistant to the Vice Chancellor

3) Laboratory Director, Deputy Laboratory Director, Associate Laboratory Director

4) University Provost, Provost, Vice Provost, Associate Provost, Assistant Provost

5) The following officers of a school, college, or graduate division: Dean, Associate Dean, Assistant Dean, Divisional Dean, Associate Divisional Dean

6) Dean-University Extension

7) Director, Associate Director, Assistant Director of an Organized Research Unit

8) Director, Associate Director of an Education Abroad Center

9) Director, Associate Director of Relations with Schools

10) Academic Administrator

11) Other titles as designated by the President

d. Service with the University must be continuous to retain accrued credit toward sabbatical leave. Any separation from the University, other than by approved leave of absence, interrupts continuous service.

   Credit toward sabbatical leave accrued prior to an interruption of University service is not reinstated upon the return of an appointee to qualifying service.

e. Credit toward eligibility to apply for sabbatical leave is accrued during assignments to overseas technical assistance projects administered by the University, including publicly or privately financed cooperative projects so administered.

f. Credit toward eligibility to apply for sabbatical leave is accrued during a leave of absence granted by the University for military service in the same way as if the appointee had continued in the appointee's regular University duties. However, an appointee who has rendered no service to the University prior to the beginning of a military leave of absence shall accrue no sabbatical credit during the period of that leave of absence. (See APM - 751.)

g. Credit toward eligibility to apply for a sabbatical leave is not forfeited or otherwise affected by an intercampus transfer within the University.

h. Credit toward eligibility to apply for sabbatical leave is not accrued during a period of:

1) sabbatical leave;

2) a greater than half-time research appointment to a University-sponsored research institute, program, or comparable unit;

3) a leave of absence with pay for one (1) quarter or semester or more except as authorized by the Chancellor at the time the leave is granted;

4) any leave of absence without pay, including a leave to accept a fellowship or grant, to accept a visiting or other appointment in another university or college, to serve overseas on a technical assistance project not administered by the University, or to serve at the Lawrence Berkeley National Laboratory, the Lawrence Livermore National Laboratory, or the Los Alamos National Laboratory;

5) less than full-time service while a registered student or degree candidate on any campus of the University; or

6) Summer research or Summer Session teaching, during which the faculty member earns additional compensation. (Sabbatical leave is accrued when a faculty member serves during a summer term in place of a quarter or semester. See APM - 740-4-a.)

i. For an eligible academic appointee with qualifying service partly on an academic-year and partly on a fiscal-year basis, sabbatical leave credit is computed as follows, subject also to the terms of APM - 740-11-a, through 740-11-e:

1) When throughout the University's fiscal year, the employment is divided unequally in percentages of time between an academic-year and a fiscal-year basis, sabbatical leave credit accrues based on the majority of the appointment.

2) When throughout the University's fiscal year, the employment is divided equally between an appointment on an academic-year basis and an appointment on a fiscal- year basis, sabbatical leave credit accrues based on the academic-year appointment.

3) When during the University's fiscal year, the employment is divided between an academic appointment on an academic-year basis and an administrative appointment on a fiscal-year basis, but during the off-duty academic term the individual holds a full-time rather than a part-time administrative appointment (with a so-called "summer differential" increment in salary), sabbatical leave credit accrues as if the appointment were held entirely on a fiscal-year basis.

740-13 Conversion of Sabbatical Leave Credit

a. Each quarter of sabbatical leave credit accrued by an eligible academic appointee on an academic-year appointment under the quarter calendar and prior to the effective date of transfer to the semester calendar shall be converted to two-thirds ($^{2}/_{3}$) of a semester of sabbatical leave credit. Any resulting number with a fraction of one-half (½) or more is adjusted to the next largest whole number, e.g., four (4) quarters, changed to two (2) and two-thirds ($^{2}/_{3}$) semesters, is adjusted to three (3) semesters of credit. Any fraction of less than one-half (½) is lost, e.g., two (2) quarters, changed to one (1) and one-third ($^{1}/_{3}$) semesters, is adjusted to one (1) semester of credit. (See Table A.)

b. Each quarter of sabbatical leave credit accrued by an eligible academic appointee on a fiscal-year appointment under the quarter calendar and prior to the effective date of transfer to the semester calendar shall be converted to one-half (½) of a six (6)-month leave period (or three (3) months) of sabbatical leave credit. Any resulting number with an extra three (3) months is adjusted to the next largest half (½)-year period, e.g., five (5) quarters equals one (1) year plus three (3) months and is adjusted to one (1) and one-half (½) years credit. (See Table A.)

740-14 Eligibility to Apply for Sabbatical Leave

Academic appointees who have accumulated sufficient qualifying service and who hold one or more of the titles listed in APM - 740-11-a, 740-11-b and 740-11-c at fifty percent (50%) time or more are eligible to apply for sabbatical leave.

740-16 Restrictions

a. Accrued University service in excess of the amount required for the current sabbatical leave may be carried forward to apply toward eligibility for the next succeeding sabbatical leave. The maximum number of credits which may be accrued is equal to the number of credits required for a maximum sabbatical leave plus one (1) year of credit. For academic- year appointees, the maximum accrual is thirty (30) quarters or twenty (20) semesters and for fiscal-year appointees the maximum accrual is forty (40) quarters or ten (10) years. Anything in excess of the maximum can be approved by the Chancellor.

b. A sabbatical leave shall be granted only at a time when it will not disrupt the teaching program or other vital operation of the University. Whenever a deferral under the provisions of APM - 740-16-a or an interruption under the provisions of APM - 740-16-e is requested on grounds of a personal or scholarly interest of the appointee, the request, if forwarded for administrative consideration, shall be accompanied by an analysis by the department chair, or corresponding officer, of the effect of the request on the program or operation of the University.

c. A sabbatical leave for an academic-year appointee shall be timed so that it starts and ends on dates established in the academic calendar for the beginnings and endings of quarters or

semesters. The beginning and ending of a sabbatical leave for a fiscal-year appointee shall be scheduled at times reasonable and convenient to the appointee's department or unit.

d. A sabbatical leave of absence shall be granted by the University and accepted by the recipient with the understanding that, immediately following the leave of absence, the recipient will return to active University service for a period at least equal to the period of the leave. However, with the approval of the Chancellor, the return to service may be delayed during a period of leave without pay no longer than the period of the sabbatical leave. Failure to return to regular University employment after sabbatical leave for a period at least equal to the period of the leave shall create an obligation on the part of the appointee to refund the entire salary received for the period of a regular sabbatical leave, or two-thirds ($^2/_3$) of the salary received for the period of a sabbatical leave in residence. (In case of return to regular University employment for a period less than that of the sabbatical leave, the refund requirement will be reduced in proportion to the length of the time served.) This requirement for repayment may not be waived without the approval of the Chancellor. The authority may not be redelegated.

   Sabbatical leave shall not be granted to an individual who plans to retire immediately following the sabbatical. For an individual who unexpectedly retires immediately after the sabbatical leave, see the repayment requirement described above.

e. Normally, a sabbatical leave of more than one (1) quarter/semester is taken in consecutive terms. However, the Chancellor may authorize interruption of a sabbatical leave. In general, an interruption would be for no more than one (1) quarter/semester except in unusual circumstances. Sabbatical leave credit may be accrued during the period of such interruption only as described in APM - 740-11.

f. A sabbatical leave shall not be approved for an individual who has been issued a notice of non-reappointment or termination of appointment. A sabbatical leave shall not be approved for an individual if there is strong evidence that the individual's appointment will be terminated prior to what would otherwise be the closing date of the period of a sabbatical leave plus the period of return to service, as required in the paragraph above. Such cases must be examined carefully by the appropriate academic administrative officers.

g. An academic appointee recalled to active service after retirement is not eligible for a sabbatical leave.

h. When sabbatical leave is granted to an eligible academic appointee who also holds an appointment in a research unit, State-supported sabbatical leave replacement funds shall not be used to employ a temporary replacement in the research unit concerned.

740-17 Periods of Sabbatical Leave

The periods of sabbatical leave are determined by the appointment status (academic-year or fiscal- year) of the recipient and by the amount of credit accrued within a period of continuous qualifying service.

a. A regular sabbatical leave or a sabbatical leave in residence may be granted by the Chancellor to an eligible appointee in accordance with the service/credit information and at the varying percentages of salary provided in the Charts at the end of APM - 740.

b. A regular or in residence sabbatical leave for an appointee shall never exceed one (1) year at full salary, regardless of the amount of credit accrued. Full salary eligibility shall be in accordance with the service/credit information provided in the Charts at the end of APM - 740.

740-18 Compensation During Sabbatical Leave

a. Regular Salary

Sabbatical leave salary shall be based on the rate of the appointee's regular salary for the appointment held during the period for which the leave is scheduled or at varying percentages of such regular salary as specified in the Charts at the end of APM - 740.

When sabbatical leave is for more than one (1) term, campuses may develop guidelines to provide that the salary specified in the Charts is an average which may be paid unequally in different terms of the leave.

For purposes of this section, regular salary is defined as including any of the following:

1) That portion which immediately prior to the leave is derived from extramurally financed projects other than those of the Lawrence Berkeley National Laboratory, the Lawrence Livermore National Laboratory, or the Los Alamos National Laboratory.

2) An appointee who holds an administrative position may be eligible for an administrative leave with pay in lieu of sabbatical leave. See APM - 758.

3) The entire Strict Full-Time salary of an academic appointee on a Strict Full-Time appointment in the health sciences.

4) Faculty paid under the Health Sciences Compensation Plan are compensated during sabbatical leave in accord with provisions of that Plan.

b. Funding From Two (2) or More Sources

The sabbatical leave salary of an eligible appointee who holds an appointment permanently budgeted between two (2) or more funding sources (excluding the Lawrence Berkeley National Laboratory, the Lawrence Livermore National Laboratory, and the Los Alamos National Laboratory) shall be paid on a proportionate basis by each funding source.

The sabbatical leave salary of an eligible appointee who holds an appointment temporarily budgeted between two (2) or more funding sources shall be paid from the home department's general funds, unless an exception is approved by the Chancellor.

c. Additional Salary for Research

Upon approval of the Chancellor, a recipient of a sabbatical leave at less than full salary may receive additional salary for research from the University, from other universities, and/or from national laboratories. The Chancellor may grant exceptions to permit additional salary from other research institutions.

This additional salary is subject to the following restrictions:

1) The research must promote the purpose of the leave, and the additional salary must be approved as part of the sabbatical leave application;

2) The combined sabbatical leave pay and additional salary for such research must not exceed the recipient's regular salary; and

3) The ability of the recipient to meet obligations under University intellectual property policies must be preserved. When an academic appointee proposes to receive additional salary for service on a research project administered by an institution other than the home campus, the details of the proposed relationship and any associated intellectual property obligations must be disclosed in advance and approved as part of the application for sabbatical leave. See APM - 740-24 and 740-94 for information regarding the application for and approval of sabbatical leave.

4) The additional salary must be allowable under the terms of any relevant research contracts, grants, or other sponsored projects. When an appointee receives additional salary for service on a research project administered through the University, the additional salary shall be budgeted and charged to project funds according to the proportion of time and effort actually expended on the project, to the extent that the policy of the contracting or granting agency permits, except only for such amount as may be necessary as a contribution from University funds to assist meeting any cost-sharing commitment applicable to the project. Such direct salary charges must be supported as specified in Accounting Manual Chapter P-196-13.

   Sabbatical leave compensation not charged to project funds, as provided above, may be claimed as a cost-sharing contribution to a Federal research project to the extent that it represents compensation for time and effort actually expended on the project. Such contributed salary costs must be supported as specified in the Policy and Procedure Manual for Contract and Grant Administration.

d. Approved research activities for which the appointee receives additional salary in accordance with APM - 740-18-c do not count toward the limit on days of compensated outside professional activities under APM - 025.

740-19 Other Employment During Sabbatical Leave

Sabbatical leave shall not be used as a means of augmenting personal income. Except as provided in APM - 025 and APM - 740-18, an individual shall not accept gainful employment during a sabbatical leave. (See APM - 025 for guidance on outside professional activities and APM - 740-18-c for policy related to additional compensation from research for appointees on sabbatical leave at less than full salary. Health Sciences Compensation Plan participants, see APM - 671.)

This restriction on extra income does not apply to the acceptance of a fellowship, personal grant, or government-sponsored exchange lectureship for the period covered by the leave if such acceptance promotes the accomplishment of the purpose of the leave and is approved in advance by the Chancellor. (A fellowship or grant given to an individual in recognition of the individual's distinguished achievement without stipulation as to work or service expected is to be distinguished from the stipend or compensation for service performed on a research project.)

For purposes of APM - 025 and APM - 670, a sabbatical leave on partial pay is considered a full- time University appointment in determining the limits on outside professional activities that may be undertaken during the sabbatical leave.

740-24 Authority

a. The Chancellor and the Vice President Agriculture and Natural Resources have authority to approve, deny, or defer requests for sabbatical leave, consistent with the sabbatical leave policies and requirements established by The Regents and the President, and as outlined in APM - 740.

b. A sabbatical leave in residence on another UC campus shall require the approval of the Chancellors of both campuses.

740-94 Application

An application for sabbatical leave shall be submitted through appropriate channels to the Chancellor. Sabbatical leaves are not granted as a matter of individual right. Leaves are accorded to individuals in good standing to enable them to further their research or other creative activities and in doing so, to enhance their service to the University. The application form shall be accompanied by a statement providing in detail the following information:

a. A brief history of the project, from inception through progress to date and projection as to completion date. This history shall include a description of the applicant's preparation and any significant contributions already made in the field of activity with which the project is concerned.

b. Significance of the project as a contribution to knowledge, to art, to a particular profession, or as an expected contribution to the applicant's increased effectiveness as a teacher and scholar.

c. Name(s) of the location(s) or institution(s) where the project will be carried out, and the names of colleagues, if any, with whom it will be conducted.

d. Assurances of cooperation, or authorization to conduct the project, received from individuals, institutions, or agencies.

e. Description of all financial support expected during the sabbatical leave for professional activities, except as provided in APM - 025 and APM - 670. Description of any fellowship, grant and/or government-sponsored exchange lectureship. Description of any proposed arrangement under which the appointee would receive additional salary for research in accordance with APM - 740-18-c, any associated intellectual property-related issues, and actions proposed to assure that all obligations under the University intellectual property policies are preserved. For fiscal year-appointees, a description of anticipated usage of vacation to be accrued while on sabbatical, which would be subject to the restrictions set forth in APM - 740-4-f.

f. Description of University service that will be provided if the applicant proposes to substitute significant University service for some or all of the teaching/instructional requirements of a sabbatical leave in residence. (See APM - 740-8-b.)

740-97 Report of Results

Within ninety (90) calendar days following return from leave, the recipient of a sabbatical leave shall submit to the Chancellor a concise report of the results of the leave, to include the following:

a. Account of activities during the leave, including travel itineraries, institutions and locations visited, persons with whom there was extensive consultation or collaboration, and any formal lectures delivered.

b. Statement of progress made on the project as proposed in the application.

c. Explanation of any significant changes from the initial approved proposal.

d. Appraisal of the relationship between the results anticipated in the leave project statement and those actually achieved.

e. Summary of any intellectual property issues.

f. Statement of future activity related to the project, including plans for completion of the project and publication of results.

The report shall become a part of the supporting materials submitted with any proposal for subsequent promotion or merit increase when the period of review includes the period of sabbatical leave.

Revision History

October 28, 2025:

- Technical revisions to reflect the change of title of Lecturer With Security of Employment to Professor of Teaching per APM - 285.
- Technical revisions to remove reference to the Supervisor of Physical Education Series due to the repeal of APM - 300.

April 20, 2022:

- Technical revisions to update references to Regental governing documents.

July 1, 2021:

- Substantive revisions to revise language for clarity.
- Technical revision to remove gendered language and correct minor grammatical errors.

October 1, 2018:

- Substantive revisions to support revisions made to APM - 285.

For details on prior revisions, please visit the policy issuance web page.

Conversion of Sabbatical Service Credit
from the Quarter System to the Semester System

Academic-Year Appointees[1]		**Fiscal-Year Appointees[2]**	
Quarters	Semesters	Quarters	Years*
1	1	1	1/2
2	1	2	1/2
3	2	3	1
4	3	4	1
5	3	5	1 1/2
6	4	6	1 1/2
7	5	7	2
8	5	8	2
9	6	9	2 1/2
10	7	10	2 1/2
11	7	11	3
12	8	12	3
13	9	13	3 1/2
14	9	14	3 1/2
15	10	15	4
16	11	16	4
17	11	17	4 1/2
18	12	18	4 1/2
		19	5
		20	5
		21	5 1/2
		22	5 1/2
		23	6
		24	6

[1] See APM - 740-13-a
[2] See APM - 740-13-b

* Fiscal-year appointees accrue sabbatical leave in half-yearly (6 months) intervals.

Sabbatical Leave Credit for Academic-Year Appointees
Quarter System

Qualifying Service**	**Sabbatical Leave Credit**		
	1 Qtr	2 Qtrs***	3 Qtrs***
6 Quarters	0.67 Salary*		
9 Quarters	Regular Salary		
12 Quarters		0.67 Salary*	
15 Quarters		0.83 Salary	
18 Quarters		Regular Salary or	
			0.67 Salary*
21 Quarters			0.78 Salary
24 Quarters			0.89 Salary
27 Quarters			Regular Salary

* Or regular salary if sabbatical leave is taken in residence.

** Academic-year appointees accrue three quarters of sabbatical leave credit per calendar year, excluding periods of leave of absence without salary.

*** Salary is an average which may be paid unequally in different terms of leave.

Sabbatical Leave Credit for Fiscal-Year Appointees
Quarter System

Qualifying Service**	**Sabbatical Leave Credit**			
	1 Qtr	2 Qtrs***	3 Qtrs***	4 Qtrs***
6 Quarters	0.67 Salary*	—	—	—
9 Quarters	Regular Salary			
12 Quarters		0.67 Salary*		
15 Quarters		0.83 Salary		
18 Quarters		Regular Salary		
		or	0.67 Salary*	
21 Quarters			0.78 Salary	
24 Quarters			0.89 Salary or	0.67 Salary*
27 Quarters			Regular Salary	
			or	0.75 Salary
30 Quarters				0.83 Salary
33 Quarters				0.92 Salary
36 Quarters				Regular Salary

* Or regular salary if sabbatical leave is taken in residence.

** Fiscal-year appointees accrue four quarters of sabbatical leave credit per calendar year, excluding periods of leave of absence without salary.

*** Salary is an average which may be paid unequally in different terms of leave.

Sabbatical Leave Credit for Academic-Year and Fiscal-Year Appointees
Semester System

Regular Sabbatical (Off-Campus)

Qualifying Service	**Sabbatical Leave Credit**	
	1 Semester or (6 Months*)	2 Semesters (or** 1 Year*)
4 Semesters or 2 Years	.44 Salary	
5 Semesters or 2 1/2 Years	.56 Salary	
6 Semesters or 3 Years	.67 Salary	
7 Semesters or 3 1/2 Years	.78 Salary	
8 Semesters or 4 Years	.89 Salary or	.44 Salary
9 Semesters or 4 1/2 Years	Regular Salary or	.50 Salary
10 Semesters or 5 Years		.56 Salary
11 Semesters or 5 1/2 Years		.61 Salary
12 Semesters or 6 Years		.67 Salary
14 Semesters or 7 Years		.78 Salary
16 Semesters or 8 Years		.89 Salary
18 Semesters or 9 Years		Regular Salary

* Fiscal-year appointees accrue sabbatical leave in half-yearly intervals, excluding periods of leave of absence without salary. Six month or 1 year sabbatical leave credits apply to fiscal-year appointees only.

** Salary is an average which may be paid unequally in different terms of leave.

Sabbatical Leave Credit for Academic-Year and Fiscal-Year Appointees
Semester System

Sabbatical in Residence

Qualifying Service	**Sabbatical Leave Credit**	
	1 Semester (or 6 Months*)	2 Semesters (or** 1 Year*)
4 Semesters or 2 Years	.67 Salary	
5 Semesters or 2 1/2 Years	.83 Salary	
6 Semesters or 3 Years	Regular Salary	
7 Semesters or 3 1/2 Years		.67 Salary
8 Semesters or 4 Years		.75 Salary
9 Semesters or 4 1/2 Years		.83 Salary
10 Semesters or 5 Years		.92 Salary
11 Semesters or 5 1/2 Years		Regular Salary
12 Semesters or 6 Years		

* Fiscal-year appointees accrue sabbatical leave in half-yearly intervals, excluding periods of leave of absence without salary. Six month or 1 year sabbatical leave credits apply to fiscal-year appointees only.

** Salary is an average which may be paid unequally in different terms of leave.

Policy on Sabbatical Leaves of Absence Approved by The Regents on November 16, 1962 Revised July 18, 2003 (Regents Policy 2305)

The Regents of the University of California, having been advised that questions have been raised with respect to the nature and incidents of sabbatical leaves of absence, hereby reaffirm the following principles:

1. Research and scholarly endeavor are and have long been recognized as essential to the furtherance of the educational purposes for which the University of California exists;

2. The University can succeed in accomplishing such purposes only if it can maintain an able and proficient faculty;

3. Ability and proficiency in university teaching and scholarly endeavor require that present knowledge and skills be supplemented by continuing research, deliberation, and experimentation;

4. At the University of California sabbatical leaves of absence are not and have not been granted as a matter of individual right; rather they are and have been accorded to qualified members of the academic staff to enable them to enhance their service to the University and thereby increase its distinction.

5. At the University of California sabbatical leaves are granted and in the past have been granted to permit faculty members to maintain and improve teaching skills and scholarly ability and proficiency by engaging in periodic and intensive programs of research and study;

6. Sabbatical leaves of absence have been and continue to be granted in recognition of the fact that they are appropriate, helpful and necessary to enable faculty members to fulfill their professional obligations to the University; and

7. Research or other academic accomplishment is and has long been expected of those members of the academic staff of the University of California who are given sabbatical leaves of absence.