**DEFERRED SABBATICAL LEAVE FORM**

**for faculty sabbaticals that were awarded and subsequently deferred to AY 2023-24**

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| **Department/School:** | |  | | |
| **Name:** |  | | **UNID:** |  |

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| **Original Sabbatical Award Information**  Date when original sabbatical was to occur [semester(s) and academic year]: |
| **New Sabbatical Timeframe**  (A faculty sabbatical leave may be taken for one or two semesters, or for one, two, three, or four half-semester “sessions.”):  Fall Semester  Spring Semester  Full Academic Year  Other\_     \_\_\_\_\_\_\_\_\_\_\_\_\_  Academic Year when Sabbatical will now take place:  Please attach documentation that the department chair and dean have approved both the deferral and the new timeframe |

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| **Financial Considerations for a Sabbatical Leave:**  Faculty members on sabbatical will receive a reduced salary for the academic year in which the sabbatical is taken, in accordance with [Policy 6-314](https://regulations.utah.edu/academics/6-314.php) (e.g., one teaching semester of sabbatical = reduction to 95% of annual base salary\* and two teaching semesters of sabbatical = reduction to 80% of annual base salary\*).  There are limits on the *total* salary a faculty member may earn while on sabbatical. [Federal Uniform Guidance Subpart E](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E#p-200.430(h)(7)) allows for a maximum of 100% of annual base salary from any source of funds at the University (i.e., funds 1001, 2XXX, 5000, 6XXX). Salary received by a faculty member from any source outside the University is subject to University [Policy 6-314](https://regulations.utah.edu/academics/6-314.php), which limits salary paid from university funds combined with salary paid from outside sources to 110% of the annual base salary. The university will reduce the amount of sabbatical salary it pays accordingly if a faculty member receives additional salary from any outside sources that result in total salary received exceeding 110% of the faculty members annual base salary.  [Policy 5-204](https://regulations.utah.edu/human-resources/5-204.php) discourages employment activity in addition to full-time University employment – which would include time while on sabbatical – and requires the employee to notify their supervisor of any outside employment activities.  *\*Base Salary – Total compensation approved in advance as the amount payable to an Employee from funds administered by the University for normal and expected working time and effort, not in excess of 100% of full time.*  **Reporting Conditions for a Sabbatical Leave:**  [University policy](https://regulations.utah.edu/academics/6-314.php) requires that “upon the conclusion of a sabbatical leave, the recipient shall file with the cognizant vice president and dean a report of their activities during the leave and of the extent to which the purposes of the leave were met.”  **Obligation to Return to the University after a Sabbatical Leave:**  [University policy](https://regulations.utah.edu/academics/6-314.php) requires that the recipient of a leave “must agree to return to the service of the university after the termination of the leave for a period of time at least equal to the length of the leave. If the leave recipient does not so return, or returns for a shorter period of service than required under this regulation, the university will be entitled to a proportionate refund of the compensation paid by the university during the leave.” |
| **I understand and agree to comply with the requirements above. Specifically, I will do the following:**   1. By May 31st immediately prior to the beginning of the academic year in which my sabbatical will occur, I will submit the Awarded Sabbatical Compensation Form to my department chair. I understand this information is necessary to set up my pay reduction properly for the coming fiscal year. If information changes between May 31st and the start date of my sabbatical, I will submit a revised version of the Awarded Sabbatical Compensation Form. 2. If I am a Principal Investigator (PI) on a sponsored project and am away from the University, am inactive on the project for more than 90 days, or am reducing my committed effort during my sabbatical, I will notify my department chair and OSP – and, if advised by OSP, contact my funding agency and/or appoint a substitute PI. 3. Within 90 days of the conclusion of my sabbatical leave, I will submit a report of my sabbatical activities to my dean and the Office for Faculty ([officeforfaculty@utah.edu](mailto:officeforfaculty@utah.edu)). |

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| *Printed Name of Applicant* | *Faculty Applicant Signature* | *Date* |