

Faculty Long-Term Leave Request

If you would like to be on leave in the coming year, please submit a completed electronic or hard copy version of this Faculty Leave Request form as soon as possible. Timely submission of this information is key to expediting the approval process and to receiving accurate salary payments while on leave.

Name _____ On Leave in ____ Fall ____ Spring Year(s) ____ - ____

Leave type:

____ Sabbatical using ____ credits	____ % paid by EECS	____ % other funding source: _____
____ Research status	____ % paid by EECS	____ % other funding source: _____
____ Industrial leave	____ % paid by EECS	____ % other funding source: _____
____ Administrative leave*	____ % paid by EECS	____ % other funding source: _____
____ Other (please explain below)	____ % paid by EECS	____ % other funding source: _____

*Please note reasons for Administrative or Other leave; provide additional info on funding sources: _____

When was your most recent leave? _____ What type? _____

Have you submitted a Sabbatical Leave Report on the past leave? _____ If not, please attach to this request.

Classes taught in the two semesters prior to requested leave: _____

Who could replace you? _____ Have you contacted him/her about this? _____

Address of proposed replacement: _____

Regular faculty member in charge of your courses during this leave: _____

What advising and contact plan do you have for the graduate students you are officially supervising, or whose theses you are officially directing, during your leave?

While on leave, will you be using your campus office? _____ Can a visitor feasibly share your office? _____

Due date: Leave requests are due by the beginning of the Spring semester in the academic year prior to the leave. Leaves requested after the deadline may not be able to be approved. Faculty members who request leaves at a late date need to arrange for a suitable replacement to teach their classes.

Pay periods: Both academic and research salaries are paid over 12 months (July - June).

Your Signature _____ date _____

See below for general information about University and departmental sabbatical leave policies.

For Department use only:
 Sabbatical credits accrued by _____ [date]: _____ Previously Deferred _____
 Required for proposed leave: _____ To be deferred: _____ Deferral Requested: _____
 Credits to be forfeited: _____ Acknowledged: _____
 Report on previous sabbatical on file? ___ Yes ___ No

Chair's Approval [signature] _____ Date: _____
 Comments: _____

EECS Faculty Leave Policies & UC Sabbatical Leave Accrual Information

<http://www.eecs.berkeley.edu/AcadPers/LeaveRequest.html>

Accruing Sabbatical credits. Each semester of service at 50%-time or more earns one semester of sabbatical leave credit. A 50% research leave earns a sabbatical leave credit – **but a 51% research leave does not.** If a leave does not use all your accrued credits, you may request deferral of unused credits toward future leave.

The typical minimum sabbatical leave is one semester at 67% salary; the 44% and 56% levels are used if the faculty member has only 4 or 5 sabbatical leave credits accumulated (see Sabbatical Leave table below).

SABBATICAL LEAVE CREDITS NEEDED FOR VARIOUS LEAVES (from APM 740)

<u>Qualifying Service</u>	<u>Sabbatical Leave Credit</u>	
	<i>1 Semester Sabbatical</i>	<i>2 Semester Sabbatical</i>
4 semester credits (2 years)	44% salary	
5 semester credits (2.5 years)	56% salary	
6 semester credits (3 years)	67% salary	
7 semester credits (3.5 years)	78% salary	
8 semester credits (4 years)	89% salary	or 44% salary
9 semester credits (4.5 years)	full salary	or 50% salary
10 semester credits (5 years)		56% salary
11 semester credits (5.5 years)		61% salary
12 semester credits (6 years)		67% salary
14 semester credits (7 years)		78% salary
16 semester credits (8 years)		89% salary
18 semester credits (9 years)		full salary

Leave Project Statement. The final stage of arranging for a sabbatical requires a Leave Statement describing:

1. Brief history of the project, from inception through progress to date and projection as to completion date.
2. Significance of the project as a contribution to knowledge or a particular profession; or as an expected contribution to the applicant's increased effectiveness as a teaching and scholar.
3. Where the project will be carried out and names of authorities, if any, with whom it will be conducted.
4. Assurances of cooperation, or authorization for the project, from individuals, institutions or agencies.
5. Description of all financial support expected during the sabbatical leave, including any fellowship, grant, government-sponsored exchange lectureship, or payment for contract research.

Faculty members may not receive additional compensation while on sabbatical leave except for nominal honoraria or travel reimbursements. However, faculty on sabbatical may receive research funds from UCB sponsored research projects (if they will be working on these projects during the leave). Such "Research Leave" is often used during a partial salary sabbatical to bring the level of salary up to 100% (e.g., a 67% salary sabbatical may be supplemented by 33% salary from ERSO-held funds). Sabbatical pay may also be supplemented up to 100% by a host university when a faculty member is engaged in a research or teaching project furthering the purpose of the leave.