

**Sabbaticals
for Administrators and Professional Staff**

Policy Statement

Sabbaticals are a means of administrative and professional staff development, mutually beneficial to the employee, to the employee's department, and to the advancement of the University's goals and objectives.

The sabbatical allows released time from regular duties to engage in research, study, writing, or other forms of professional development. It is available to those who have served at least seven consecutive years as a full-time administrator or professional staff member at Marywood University.

The number of sabbaticals granted will depend on the needs of the University, and on the availability of University funds.

Upon return from the sabbatical, the employee is expected to file a report of sabbatical activity within three months to the President of the University, copied to the appropriate vice president and to the employee's immediate supervisor. Professional staff members also send a copy to the Administrative and Professional Staff Development Committee.

Time spent on sabbatical is counted, if applicable, toward promotion.

Criteria

Prime consideration in selecting candidates will be given to the quality of the proposal presented and its expected benefit in terms of its contribution to the goals and objectives of the University, the employee's department, and the anticipated growth and consequent effectiveness of the applicant as a professional.

Other considerations will include the timeliness of the proposal, the length of service of the applicant, the priority due first sabbaticals, and the denial of a previous request because of limited funds.

Compensation

While on sabbatical, the employee may receive full salary for one-half year or half salary for a full year. Benefits are continued in proportion to salary during the sabbatical. Retirement benefits may continue provided the employee is receiving compensation from Marywood University from which pre-tax contributions may be deducted.

There is an obligation to return to the University for at least one year following the leave. If the employee does not return following the sabbatical, he or she is liable for repayment of the salary and benefits paid during the sabbatical.

Procedures

An eligible administrator or professional staff member discusses a plan for the proposed sabbatical with the immediate supervisor.

The supervisor prepares a letter in which the plan is evaluated in terms of departmental needs and staff development. The letter should address such matters as the extent to which the work of the department will be affected and whether a replacement for the employee will be necessary during the sabbatical.

Applications, with the supervisor's letter attached, must be made by October 15 of the fiscal year preceding the requested sabbatical. Administrators submit their materials to their vice presidents; professional staff members submit theirs to the Administrative and Professional Staff Development Committee.

The vice president's or committee's recommendation will be sent to the President of the University by December 1.

Related Policies

4.301.2 – Administrators with Rank and Tenure

5.301.1 – Employment Classifications

History of the Policy

03/31/95 - Approved by the President for implementation 7/01/95

02/02/06 – Cyclical review and update approved.

05/10/16 – Revision to policy reflects current practice by TIAA, Marywood's retirement plan provider. Revision was approved by the President of the University as recommended by the Policy Committee of the University.

MARYWOOD UNIVERSITY POLICIES AND PROCEDURES MANUAL

Mary Theresa Gardier Paterson, Esquire
Secretary of the University and General Counsel