

October 16, 2009

TO: YSM Department Chairs

FROM: Carolyn M. Mazure, Ph.D. *CMM*  
Associate Dean for Faculty Affairs

RE: Sabbatical and Triennial Leaves  
**Policy for the July 1, 2010 - June 30, 2011 Academic Year**

This memorandum provides an outline of the Yale School of Medicine (YSM) policy for sabbatical and triennial leaves of absence. The policy applies to faculty members in the Traditional Track, Clinician-Scholar Track, Investigator Track, and Clinician-Educator Track.

The revised Sabbatical/Triennial Leave policy for the Yale School of Medicine is not currently reflected in the electronic or printed version of the Yale University Faculty Handbook.

The following is the Sabbatical/Triennial Leave policy for the Yale School of Medicine:

Section VII, A-1. General Conditions Governing All Leaves. *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, clinical and administrative responsibilities, or research.*

Section VII, B-2b. Triennial Leaves of Absence, Length and Salary. *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 VII, B-3b. Sabbatical Leaves of Absence, Length and Salary. *A Sabbatical Leave may be up to one semester at full salary or up to a full year at half salary.*

## Eligibility

### **Initial Leave**

**Faculty members become eligible for an initial Sabbatical or Triennial leave after having taught at Yale at the rank of Associate Professor or Professor for two years.** The initial Leave of Absence may be a triennial or a sabbatical.

Eligibility: If the start date of the appointment/promotion is no later than July 1, 2008, the faculty member is eligible for an initial leave on July 1, 2010.

### Sabbatical Leave

After the initial Sabbatical or Triennial Leave of Absence, faculty members are eligible for a sabbatical leave after having taught at Yale for **six full years** from the end of the previous leave, whether the previous leave was a triennial or sabbatical.

A sabbatical leave is considered on record to be a full year in length and to coincide with the **academic year (July 1<sup>st</sup> - June 30<sup>th</sup>)**.

Eligibility: If the date of the last leave occurred by June 30, 2004, eligibility for the next sabbatical leave begins on July 1, 2010.

The year count for a subsequent leave does not begin until the end of the academic year in which the sabbatical leave is taken, as in the following examples.

*Example 1: Sabbatical approved for the academic year 2010-2011. Faculty member takes the leave from July 1, 2010 until December 31, 2010, and resumes department and university activity on January 1, 2011. The end of the Sabbatical year will be June 30, 2011. Eligibility for the next sabbatical leave begins six years from July 1, 2017.*

*Example 2: Sabbatical approved for the academic year 2010-2011. Faculty member takes the leave from July 1, 2010 through June 30, 2011, and resumes department and university activity on July 1, 2011. Eligibility for the next sabbatical leave begins July 1, 2017.*

### Triennial Leave

After the initial Sabbatical or Triennial Leave of Absence, faculty members become eligible for a triennial leave after having taught at Yale for **2 ½ years** from the end of the previous leave. The end of a triennial leave is considered to be the January or July following the leave.,

Eligibility: If the date of the last leave occurred by June 30, 2008, eligibility for the next triennial leave begins on January 1, 2011. If the date of the last leave occurred by December 31, 2008, eligibility for the next triennial leave begins on July 1, 2011.

The year count for the subsequent triennial leave does not begin until the January or

July following the latest leave, as in the following examples:

*Example 1: Triennial approved for the academic year that begins July 1, 2010. Faculty member takes the leave from July 1, 2010 through October 31, 2010, and resumes department and university activity on November 1, 2010. On record, the end of the leave is December 31, 2010. Eligibility for the next triennial leave begins July 1, 2013.*

*Example 2: Triennial approved for January 1, 2011. Faculty member takes the leave from January 1, 2011 through April 30, 2011, and resumes department and university activity on May 1, 2011. On record, the end of the leave is June 30, 2011.*

## **Procedures**

In the fall of each academic year, the Office for Faculty Affairs will send each department a list of faculty members who, based on years in rank, are eligible for a triennial or sabbatical leave of absence in the following academic year.

Each department is required to notify those faculty members who are eligible and to use the plan on file with the Faculty Office for determining approval of any requests for leave.

By providing approval of a sabbatical/triennial leave, the Department Chair will be acknowledging that:

- a) he/she approves the activity proposed by the faculty member;
- b) coverage has been arranged for the operational responsibilities of the faculty member during the leave; and
- c) the department has the necessary funds to support the leave.

Further, it is understood that departments will manage sabbatical and triennial leave funds to maximize appropriate opportunities for eligible faculty members to take a leave of absence for valid academic purposes, and that departments will not use their funds designated for sabbatical and triennial leaves for other purposes.

A completed Request for Sabbatical or Triennial Leave must be submitted to the Faculty Office **after approval by the Department Chair.**

The Office for Faculty Affairs will verify eligibility, provide final approval as the designee of the Provost's Office, and communicate the status of the request to the faculty member and the Department Chair.

**An approved leave will be subject to review and will require re-approval if, prior to the leave, either the activities proposed for the leave are changed, or the faculty member plans to resign from Yale following the leave.**

**Deadline for Submitting a Completed Request**

This year's deadline for submitting completed requests to the Office for Faculty Affairs for a Leave of Absence beginning on or after July 1, 2010 is JANUARY 12, 2010. **The forms must be received by the Faculty Office – SHM L206 by January 12, 2010.**

The request forms may be obtained from the Faculty Office, SHM L206, 785-4670, or printed from the Faculty Office Web Page (<http://info.med.yale.edu/faculty>).

cc: Administrators/Business Managers  
K. Hoyt  
C. Slayman, Ph.D.