



YSM Procedures & Guidelines

Yale School of Medicine Sabbatical Guidelines

Issued: March 15, 2006

Updated: March 21, 2007; October 30, 2007

General:

- Sabbaticals must be approved by all charging Departments and documented on the revised request form.
- All sabbatical wages are charged to **expenditure type 711500, source 0061AM and to an appropriate Org in his/her Home Department.**
- **Charge** the following **projects** if the sabbatical expense is considered:
 - **Education 0035047**
 - **Research 1041618**
 - **Clinical 1041619**
- Only approved sabbatical leave charges can be posted to this account. The leave of absence expenditure types are monitored and inappropriate charging must be corrected.
- **Sabbatical funds** will be credited to departments quarterly to **source 00061: project 1045459 expenditure type 527191**, to the **XXX001 Org.** (or call Ken Hoyt to discuss alternate distribution methodologies).
- **Sabbatical funds credited must then be reallocated to the correct project/org.**
- Sabbatical reimbursements to the departments will be calculated based upon a person's "Home Org."

Specific Guidelines:

Length:

Faculty Handbook Updates: March 2006

- Section VII.A.1 (Page 83):

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, administrative responsibilities, **clinical responsibilities**, or research.
- Section VII.B.2.b. (Page 86):

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.3.b. (Page 87):

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.**

- A Leave of Absence categorized as a Sabbatical may be taken for up to six months at full salary.
- Sabbaticals between 7 – 12 months are eligible for half salary

Reimbursement:

- Sabbatical reimbursement will consist of two identifiable pieces, fringe reimbursement and GA YSM “tack on” reimbursement.
- **Sabbatical fringe reimbursement monies are restricted to sabbatical benefits only.**
- The Sabbatical reimbursement account in source 61 can be managed over a period of time with deficits and surpluses allowed to accumulate as long as source 61 in your department is not in an overall deficit, in which case it must be cleared to zero. These deficits, as with all other project deficits, should have an acceptable explanation for resolution.

Sponsored Agreements:

- Federal Guidelines require an awarding agency's approval should leave result in:
 - A change in scope of work
 - Absence from a project for a continuous period of 3 months or more.
 - Designation of an interim PI.
 - Withdrawal from a project entirely.
 - Reduction in effort by 25% or more from the level approved at the time of award.
- Key personnel with Federally sponsored research should notify GCA of their intent to comply with the terms of their grant award during their period of sabbatical.
- Non-Federal sponsors may also require approval as noted by policy or award terms and conditions and should be individually discussed with GCA to determine appropriate action.

Contacts:

Policy - YSM Controller - Deborah Armitage 785-3890

Procedure – Ken Hoyt 785-4449

Policies and Procedures:

Faculty Handbook: Section VII. Leaves of Absence: University Wide

<http://www.yale.edu/provost/handbook/yfhtoc.html>

YSM Accounting Policy: Sabbatical Leave

http://info.med.yale.edu/finops/hr/Sabbatical_Policy1_2004.pdf

