

SABBATICAL LEAVES TIME LINE

Application Deadlines and Information for 2009-2010 For Leaves to be Taken During 2010-2011

1. A tentative list should be submitted to the Dean of the Faculties by **Monday, October 26, 2009**.
2. Deans and Directors should specify the date by which completed applications should be submitted to their offices.
3. Completed applications, after review and approval by the Dean or Director, should be forwarded to the Dean of the Faculties no later than **Wednesday, November 18, 2009**. Applications received after this date will not be considered unless the Dean requests special consideration and documents extenuating circumstances.
4. *Completed applications must have the Dean's approval for submission to the Dean of the Faculties.* Applications which are not approved by the Dean should not be forwarded.
5. The school bears financial responsibility for sabbatical leaves approved by the University. Accordingly, Deans should forward only proposals for which a financial commitment has been made; Deans may decline to approve sabbatical leave applications for financial reasons.
6. Applications from individuals in core campus and system schools will be considered by the Sabbatical Leaves Committee on the campus where he or she resides. Application deadlines for that particular campus should therefore be observed.

Sabbatical Leaves for Librarians

Applications from librarians will be forwarded to the Dean of the Faculties on the campus where the librarian holds his or her appointment. The Sabbatical Leaves Committee for that campus will review these applications.

Partial Year Leaves

Sabbatical leaves at Indianapolis ordinarily are approved either for a semester at full pay, or for the academic year at half pay. This is true for all eligible faculty, whether on a ten month or a twelve month appointment. However, other arrangements are possible in accord with a trustee-approved addendum to the policy: "A sabbatical leave need not be taken in a single academic year but may be divided over several academic years." We welcome applications in accordance with this policy, but suggest that faculty members discuss plans carefully with their respective chairperson or dean. In such circumstances the following guidelines should be kept in mind:

1. The initial application for a divided sabbatical leave must set forth plans for the total duration of the entire sabbatical leave, indicating when the applicant will take the various leave periods.

2. Any application requesting a divided leave which would include a period of less than a half a semester (eight weeks) should provide a well-supported rationale for the shortness of the leave period.
3. A divided sabbatical leave may be taken for a total of either ten or twelve months at half pay or five or six months full pay, but not for any combination of half and full pay periods.
4. Eligibility rules for a divided sabbatical leave remain the same as those for the conventional sabbatical leave. No part of a leave may be taken before the completion of six years of full time service in a tenure track position.
5. The policy that all persons who have been on sabbatical leave are obligated to return to their regular positions at Indiana University for at least one academic year also applies to divided leaves.

Financial Considerations

A faculty member might be eligible for tax benefits relating to travel and living expenses while on leave. He or she may wish to consult with a tax advisor to determine such eligibility.

Health Insurance

Faculty members enrolled in a managed care health care plan who plan to be out of the Indianapolis area during their sabbatical leave may want to consider enrolling in a PPO Healthcare Plan (Preferred Provider Organization, Administered by Anthem) during the leave period. For managed care plans, coverage outside the service area is limited to emergency care while on sabbatical leave.

Faculty members interested in this option may contact Human Resources Benefits Office for additional information.