

**Governing Policy:** Paid Professional Leave for faculty (commonly referred to as 'sabbatical') is governed by [UW Executive Order 33](#).

**Instructions:** 1) Review the attached [Faculty Sabbatical Leave Information Sheet](#), 2) Complete, print, and sign this application form, 3) Put the signed form together with a plan outlining your anticipated sabbatical activities, goals, and outcomes, 4) Contact your unit administrator to determine whether additional unit procedures/materials are required, add to packet as appropriate, 5) Make a copy of your sabbatical documents for your record, 6) Submit original documents to department chair/designee.

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**APPLICANT DETAILS**

Name: \_\_\_\_\_ Employee ID (not SSN): \_\_\_\_\_  
*Last First Middle Initial*

Title: \_\_\_\_\_ Appointing Unit: \_\_\_\_\_

Appointment FTE: \_\_\_\_\_ Tenure Percent: \_\_\_\_\_ School/College/Campus: \_\_\_\_\_

**List dates and percentage of salary of the last sabbatical leave taken.** If last sabbatical was distributed over multiple quarters, list all quarters. (Examples: autumn, winter, spring of AY2014-15 at 67% salary; winter, spring of AY2008-09 at 75%; spring of AY2010-11 at 100%)

**List any other leaves taken since last sabbatical leave.** Include leave type(s) and start and end dates.

**SABBATICAL QUARTERS REQUESTED for 2022-23 ACADEMIC YEAR**

<b>Quarter(s) Requested:</b>	Summer 2022 (12-mo service period only)	<b>UW Salary Support Requested:</b>	100% (over one quarter)
	Autumn 2022		75% (over two quarters)
	Winter 2023		67% (over three/four quarters)
	Spring 2023		

**Briefly state the purpose of the sabbatical and general location(s) where work will occur, and append a detailed sabbatical plan.**

Faculty may not accept other remunerative employment during sabbatical except as allowed for by [UW Executive Order 33](#). Travel or housing-related stipends or reimbursement are not considered salary support; they are allowable provided they don't obligate the UW faculty member to teach, conduct research, or participate in other required activities. **With this understanding, please indicate below any anticipated additional salary support from internal or external sources (e.g., grants, fellowships). If no other salary support is anticipated, please enter "None."**

**RETURN COMMITMENT AGREEMENT**

By signing below, I hereby agree to return to and work for the University of Washington for the commensurate period of one year following completion of the sabbatical leave at the same appointment level and rate of effort (FTE) proportionate to my approved sabbatical leave. I acknowledge that, pursuant to [RCW 28B 10.650](#), failure to comply with this agreement shall constitute an obligation to repay the University any and all remuneration received from the University during the period of sabbatical leave.

Faculty Member signature

Date

# FACULTY SABBATICAL LEAVE INFORMATION SHEET

## Sabbatical Eligibility and Application

A faculty member becomes eligible for sabbatical in their seventh academic year of service to the University, or their seventh academic year of service after their return from a previous sabbatical leave. Eligibility is not calculated in quarters, but rather in academic years. As such, service time accrual starts in the academic year immediately following the 'sabbatical year' (the year during which a sabbatical occurred, regardless of duration of the sabbatical). Assistant professors are not eligible for sabbatical leave until after they have been reviewed and approved for tenure and/or promotion. Faculty who wish to be considered for sabbatical leave must apply in the academic year immediately preceding their eligibility year. It is expected that units will verify a faculty member's eligibility before considering the sabbatical request and will not consider requests from ineligible faculty. The [process](#) and [deadline](#) for submission of sabbatical applications are prescribed annually by the Office of Academic Personnel (OAP) on the [OAP website](#).

## UW Salary Support during Sabbatical

Per [UW Executive Order 33](#), the UW will provide salary support during sabbatical as follows:

- 100% of the tenure-backed salary for a leave of one quarter
- 75% of the tenure-backed salary for a leave of two quarters
- 67% of the tenure-backed salary for a leave of a full academic year (i.e., three quarters for a 9-month service period, four quarters for a 12-month service period)

Tenure-backed salary is commensurate with the percent of tenure the faculty member holds at the UW.

In the case of partial tenure (i.e., <100% tenure), the salary provided by the UW is determined by multiplying the faculty member's tenure value by the salary rates indicated above (i.e., 100%, 75%, or 67%).

$$\text{Tenure Value} \times \% \text{ of Sabbatical Salary Eligibility} = \% \text{ of UW Salary Support during Sabbatical}$$

For example, UW salary support for a faculty member with 50% tenure approved to take a two-quarter sabbatical would be calculated as follows:

$$50\% \text{ tenure value} \times 75\% \text{ (two-quarter sabbatical rate)} = 37.5\% \text{ UW salary support during sabbatical}$$

If a faculty member secures outside grant support that is budgeted for salary, such funds may be applied to increase the faculty member's remuneration during sabbatical up to their regularly established full salary, and thereafter to reduce the UW's contribution. The combined remuneration may not exceed the individual's regularly established full salary, except as provided by [UW Executive Order 33](#).

## Statutory Limits to State/Local Funded Salaries

State law limits the actual dollar amount of general state and local funds the UW may pay to faculty while on sabbatical. The maximum monthly salary limit for those on sabbatical during the 2022-23 Academic Year is **\$20,166**. Leave requests should be reviewed to ensure this limitation is not exceeded. Since this limitation applies only to general state and local funds, faculty may use external support for those portions of their salary not payable by the UW because of this statutory limitation. Use of external sources must be consistent with funding agency requirements.

## Timing of Sabbatical Quarters

It is expected that requested sabbatical quarter(s) will fall within a single academic year and align with UW's established quarter start/end dates (summer 6/16-9/15, autumn 9/16-12/15, winter 12/16-3/15, spring 3/16-6/15). Please note, summer quarter sabbaticals are only available to those with 12-month service periods. Requests for a sabbatical distributed over multiple years must be discussed in advance with your unit administrator. Approval of sabbatical

quarter(s) within a given academic year does not extend to nor guarantee approval of quarters occurring in subsequent years. Such quarters require a separate application submitted during the corresponding application period.

### **Outside Work during Sabbatical**

Faculty wishing to engage in outside work concurrent with sabbatical leave must complete and receive approval of an [Outside Professional Work for Compensation form](#) (Form 1460) prior to submission of the sabbatical application. As part of their sabbatical plan, faculty should take care to highlight the difference between outside work and proposed sabbatical activities, and attach a copy of the approved Outside Work form to the sabbatical application.

For more information about sabbatical leave, please visit <https://ap.washington.edu/ahr/policies/leaves/paid-professional-leave/> or contact Academic HR at [apleaves.uw.edu](mailto:apleaves.uw.edu).