

UW LIBRARIES SABBATICAL LEAVE INFORMATION SHEET

Sabbatical Eligibility and Application

A librarian with permanent or continuing status becomes eligible for sabbatical in their seventh academic year of University service or their seventh academic year of service after their return from a previous sabbatical leave. Eligibility is not calculated in months or quarters, but rather in academic years commensurate with the unit's standard service period. 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). It is expected that the unit will verify eligibility before considering the sabbatical request and will not consider requests from ineligible librarians. The process for submission of sabbatical applications is prescribed in Chapter IV, Section F of the [UW Librarian Personnel Code](#).

UW Salary Support during Sabbatical

Per [UW Executive Order 33](#) and consistent with the [UW Librarian Personnel Code](#), UW will provide salary support during sabbatical as noted below. Note: percentage of salary support will be commensurate with the number of quarters impacted by the leave:

- 100% for a leave of up to 3 months (occurring within 1 quarter)
- 75% for a leave greater than 3 months, but no more than 6 months (occurring within 2 quarters)
- 67% for a leave greater than 6 months (occurring within 3 or 4 quarters)

If a librarian secures outside grant support that is budgeted for salary, such funds may be applied to increase the librarian'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](#) and, as applicable, the [UW Librarian Personnel Code](#).

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 those on sabbatical. The maximum monthly salary limit for those on sabbatical during the 2024-25 Academic Year is **\$21,378**. Leave requests should be reviewed to ensure this limitation is not exceeded. Since this limitation applies only to general state and local funds, librarians 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

Requested sabbatical leave should fall within a single academic year (July 1 - June 30, annually) and start dates should align with UW's payroll quarter start dates. Ideally, librarians will apply for sabbatical in the academic year *preceding* the academic year in which the leave occurs. Librarians should submit their applications by the submission date established annually by UW Academic Human Resources and no later than six months in advance of the proposed start date of leave.

Requests for a sabbatical distributed over multiple academic years must be discussed in advance with your unit administrator. Approval of sabbatical leave in one academic year does not extend to nor guarantee approval of sabbatical leave in a subsequent academic year. Such circumstances require a separate request to be submitted during the corresponding application period consistent with the parameters outlined above.

For more information about sabbatical leave, please visit the [OAP Sabbatical Leave webpage](#) or contact Academic HR at apleaves@uw.edu.