

Governing Policy: Paid Professional Leave (commonly referred to as 'sabbatical') for librarians is governed or informed by [Executive Order 33](#), the SEIU 925 contract, and by the [UW Librarian Personnel Code](#).

Instructions: 1) Review the attached [UW Libraries Sabbatical Leave Information Sheet](#), 2) Complete, print, and sign this application form, 3) Contact your supervisor to determine whether additional unit procedures/materials are required, 4) Make a copy of your sabbatical documents for your record, 5) Submit the signed form and any other materials required by your unit original documents to your immediate supervisor.

APPLICANT DETAILS

Name: _____ Employee ID (not SSN): _____
Last First Middle Initial

Title: _____ Appointing Unit: **University Libraries**

Roster % (regular FTE): _____ Start Date of Continuing/Permanent Appointment: _____

List start and end 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 AY2016-17 at 67% salary; winter, spring of AY2010-11 at 75%; spring of AY2012-13 at 100%*)

List any other leaves taken since last sabbatical. Include leave type(s) and start and end dates. Do not include paid sick/vacation time.

SABBATICAL LEAVE REQUESTED within a single ACADEMIC YEAR (July 1 - June 30)

Quarter(s) Requested:	UW Salary Support Requested:
Summer 2025	100% (leave occurring within 1 quarter)
Autumn 2025	75% (leave occurring within 2 quarters)
Winter 2026	67% (leave occurring within 3 or 4 quarters)
Spring 2026	

Alternate date range(s): _____

NOTE: Sabbatical plan must include compelling justification for an alternate date range.

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

Librarians may not accept other remunerative employment during sabbatical except when the purpose of the leave is for gaining experience which cannot be obtained otherwise. Travel/housing-related stipends or reimbursement are not considered salary support; they are allowable provided they do not obligate the UW librarian 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 agree to return to and work for the University of Washington for the entire fiscal year following the fiscal year of my sabbatical, at the appointment and effort (FTE) levels in place prior to my sabbatical. I understand partial sabbaticals have a prorated return obligation. I acknowledge that, pursuant to [RCW 28B 10.650](#), failure to comply with this agreement shall constitute an obligation to repay the University all remuneration received from the University during the period of sabbatical leave.

Librarian signature

Date

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 2025-26 Academic Year is **\$20,228**. 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.