

**\*Note: This information is based on the 2014 - June 30, 2020 Faculty Collective Bargaining Agreement.**

### Eligibility

- The first (1<sup>st</sup>) Sabbatical/Difference-In-Pay (DIP) Leave requires 6 years of full-time credited service to be eligible
- The second (2<sup>nd</sup>) or subsequent Sabbatical Leave requires 6 years of full-time credited service since the last Sabbatical/DIP Leave
- The second (2<sup>nd</sup>) or subsequent DIP Leave requires 3 years of full-time credited service since the last DIP or Sabbatical Leave
- Service Credit toward tenure (1 or 2 yrs) is also credited toward the first Sabbatical/DIP.
- Maximum of 1 year of professional leave can be credited toward sabbatical eligibility period.

### Salary

#### AY Faculty:

- One-Semester Sabbatical = 6 paychecks at full pay
- Two Semesters or a One-Year Sabbatical = 12 paychecks at half pay

#### 12-Month Librarians / Counselors:

- One-Semester Sabbatical = 4 months at full pay
- Two Semesters or a One-Year Sabbatical = 8 months at half pay

#### All Faculty:

- DIP = Normal Academic Year (AY) salary minus \$4,229 (Minimum of Rank 2, Instructor, AY)
- Faculty may benefit more with a One-Year DIP than with a One-Year Sabbatical.
  - Example:

$$\begin{aligned} \$7,980/2 &= \$3,990 \text{ (One-Year Sabbatical Leave)} \\ \$7,980 - \$4,229 &= \$3,751 \text{ (One-Year DIP Leave)} \end{aligned}$$

- 12-month faculty (chairs, directors, coordinators) must first be returned to AY status before being put on Sabbatical/DIP Leave.
- Employment while on Sabbatical/DIP Leave must be pre-approved by the Provost.

### PERS Service Credit

- One-Semester Sabbatical Leave at full pay = full PERS service credit
- One-Year Sabbatical Leave at Half Pay or a DIP Leave results in reduced service credit. According to the CalPERS Handbook, "Earnings divided by Pay Rate equals Service Credit".

#### Example:

$$\begin{aligned} 1. \frac{\text{Member Earnings (Actual Salary)}}{\text{Monthly Pay Rate (Base Salary)}} &= \frac{\$8,458}{\$8,458} = 1.0 \text{ month of service credit} \\ 2. \frac{\text{Member Earnings (Actual Salary)}}{\text{Monthly Pay Rate (Base Salary)}} &= \frac{\$8,458}{\$4,229} = .5 \text{ month of service credit} \end{aligned}$$

## **Availability** of Sabbaticals/DIP Leaves (assuming qualifying proposal is submitted)

- A Minimum of 12% of the total number of eligible faculty employees eligible to apply in that year of One-Semester Sabbaticals at full pay are granted each year.
- DIP Leaves and One-Year Sabbatical Leaves at half pay are not included in the allocation of centrally-funded sabbatical leaves per year.

## **Application Form**

- The application is available from the Faculty Affairs website.

## **Process**

- Submit application to Department Chair by published date.
- Department Chair forwards Sabbatical Leave applications, accompanied by written evaluations from the Department level, to the College Personnel Committee (or College Professional Leave Committee) by published date. DIP applications bypass the College Personnel Committee and are forwarded by the Department Chair directly to the Dean.
- All DIP and Sabbatical Leave applications are forwarded to College Dean by published date.
- College Dean forwards all applications and accompanying materials to the Office of Faculty Affairs by published date.
- The Provost and Vice President for Academic Affairs notifies applicants of decision by published date (in January).
- DIP Leave applications may be accepted and considered after the published application deadline.

## **Return Service Requirement**

- Faculty are required to render service to CSUN upon return from a Sabbatical or DIP Leave at the rate of one semester of service for each semester of leave.
- **Failure to provide this return service prior to separation or retirement could result in the faculty member being required to pay back the entire salary received while on Sabbatical or DIP Leave.**

## **Sabbatical/DIP Leave Report Requirement**

- Faculty who take a Sabbatical or DIP Leave are required to submit a leave report within one semester of their return.
- This report is to be submitted to the Department Chair and College Dean.

## **Additional/Outside Employment While On Sabbatical/DIP**

- Any additional or outside employment while on Sabbatical/DIP Leave must be **pre-approved** by the Provost.
- Indicate nature of employment and how it relates to the leave project on Sabbatical/DIP application or by separate memorandum addressed to the Provost.