



HMC SABBATICAL LEAVE PROGRAM

For PSU Faculty Physicians Employed by the Penn State Milton S. Hershey Medical Center

POLICY'S INITIAL DATE: September 29, 2000 THIS VERSION EFFECTIVE: April 1, 2008

Modeled after PSU Policy HR17 SABBATICAL LEAVE

POLICY'S INITIAL DATE: July 1, 1965 THIS VERSION EFFECTIVE: July 1, 2005

Contents:

- Purpose
- Eligibility and Conditions
- Sabbatical Leave Application Form
- Review Process
- Approval of Sabbatical Leave
- Deadline for Application
- Length of Leave
- Salary Payment While on Leave
- Membership in Employee Benefits While on Sabbatical
- Eligibility for Educational Privileges
- Return to Active Service Requirement
- Report of Work Accomplished
- Subsequent Sabbatical Leave

PURPOSE:

The HMC Sabbatical Leave Program will provide for a leave of absence with pay for faculty physicians employed by the Milton S. Hershey Medical Center for purposes of intensive study or research which has as its outcome increasing the quality of the individual's future contribution to the College of Medicine/Milton S. Hershey Medical Center and/or Penn State University. A sabbatical is a privilege which may be granted to an individual who has demonstrated by publication, teaching, exhibition or performance an above average ability in scholarship, research, or other creative accomplishment.

ELIGIBILITY AND CONDITIONS:

Faculty (academic): Standing appointment faculty members (academics) meeting the following conditions:

A. Tenured

- 1. Sabbatical proposals may be <u>submitted</u> in the year tenure is awarded for a sabbatical leave to <u>commence</u> the following year, providing they have completed the six full years of service referenced in #3 below.
- 2. They hold the rank of professor, associate professor, or assistant professor.
- 3. They have served the University for a minimum of six contract years of full-time service from date of last hire. Time spent on any type of leave of absence is not counted as full-time service. A full contract year is based on the weeks of service specified in an individual's Memorandum of Service.

B. Untenured Position

1. They have served the University for a minimum of seven full contract years of full-time service and hold the rank of professor, associate professor, or assistant professor.

Academic administrators: A person classified as an academic administrator and holding a standing appointment in one of the ranks listed above is eligible for a sabbatical leave under the same conditions as described above for faculty (academic).

Executives and administrators: When unusual circumstances warrant, persons classified as executive or administrator who have served the College of Medicine/Milton S. Hershey Medical Center and/or Penn State University for a minimum of six calendar years of full-time service are eligible. Sabbatical leave applications from executives and administrators do not follow the channel of approval described below, but, instead, shall be reviewed by the Executive Director of the Milton S. Hershey Medical Center and the Associate Vice President for Finance & Business, who jointly make a recommendation to the Sr. Vice President for Health Affairs & Dean, Penn State College of Medicine.

SABBATICAL LEAVE APPLICATION FORM:

The <u>Application for Leave of Absence with Pay (Sabbatical)</u> form shall be submitted in the manner described below for different categories of sabbatical leave applicants.

REVIEW PROCESS:

The application for sabbatical leave shall be submitted with the recommendation of the department or division head, or institute director, as appropriate, to the Dean of the College of Medicine who is the dean with major budgetary responsibility for the faculty member. A college level sabbatical leave committee shall be appointed by the dean in consultation with the approved faculty organization. The sabbatical leave committee will

review the application, consult as deemed appropriate, and submit its recommendation to the dean. The dean shall consider the recommendations of the department or division head or the school or unit director and the college sabbatical leave committee. The dean is also expected to weigh the fiscal and academic load considerations of the application carefully, but every effort should be made to assure that no sabbatical leave is denied to a faculty member because of the cost of maintaining the instructional or clinical responsibilities of the absent faculty member.

Academic administrators: Depending on the location of the academic administrator, the process described above shall be followed except that there will normally be no review by a department head prior to the sabbatical application being considered by the college committee, the dean or the campus chancellor.

Executive and administrators: Sabbatical leave applications from executives and administrators shall be reviewed by the Executive Director of the Milton S. Hershey Medical Center, and the Associate Vice President for Finance and Business, who jointly make a recommendation to the Sr. Vice President for Health Affairs & Dean, Penn State College of Medicine.

APPROVAL OF SABBATICAL LEAVE:

Final approval for sabbatical leaves will be made by the Dean of the College of Medicine.

DEADLINE FOR APPLICATION:

Applications for sabbatical leaves should be submitted to the Office of Faculty and Professional Development of the College of Medicine by the weekday coincident with or immediately preceding December 31 of each year for action by the following March 1.

LENGTH OF LEAVE:

A sabbatical leave shall not be granted for a period in excess of the full contract year of the individual; the contract year may be 36 weeks, 48 weeks, or a number of weeks between those two limits, or twelve months, depending on the type of appointment. While individual faculty members, in some cases, may be able to coordinate leaves of absence funded by grants or contracts with a proposed sabbatical leave, such arrangements are separate from this policy.

SALARY PAYMENT WHILE ON LEAVE:

Three sabbatical leave options are available:

- 1. Sabbatical leave for 48 weeks at 67% salary;
- 2. Sabbatical leave for 24 weeks at 100% salary;

3. Sabbatical leave for a period other than listed above is proportional to the length of the sabbatical leave as follows:

Year" or 48 weeks	% of Pay During Year of Sabbatical
90%	73%
80	80
70	87
60	93

MEMBERSHIP IN EMPLOYEE BENEFITS WHILE ON SABBATICAL:

An individual who is granted a sabbatical leave and who is a member of the HMC faculty/staff insurance program may maintain membership during the sabbatical leave. If the individual is a member of a retirement plan, the individual is required to contribute to that plan; the amount that is contributed is based on the full salary of the individual.

ELIGIBILITY FOR EDUCATIONAL PRIVILEGES:

An individual who is on sabbatical leave and who is eligible for educational privileges will retain those privileges during the period of the sabbatical leave. Dependents of employees who are eligible for grants-in-aid will retain the eligibility during the time that the employee is on sabbatical leave.

RETURN TO ACTIVE SERVICE REQUIREMENT:

Individuals granted sabbatical leaves are required to return for a full contract year of service following the sabbatical leave. Any person who does not return, or does not remain for the full contract year following the sabbatical leave, will be required to refund the salary received from the University during the sabbatical leave. There will be no proration of the amount to be returned if the employee remains for any fraction less than the full contract year. In addition, any person who does not return for a full contract year of service following the sabbatical leave will not be eligible to receive credit in any retirement plan for the period of the sabbatical leave.

REPORT OF WORK ACCOMPLISHED:

At the conclusion of the sabbatical leave, the recipient must submit a report of the work accomplished to the Office of Faculty and Professional Development via the executives, administrators and academic administrators in the channel appropriate as described above. The report should indicate how the experience improved the recipient's capacity to serve the University and/or the PSU College of Medicine/Milton S. Hershey Medical Center. In general, the report is to be submitted within two months of the return from sabbatical leave.

SUBSEQUENT SABBATICAL LEAVE:

An individual becomes eligible for a subsequent sabbatical leave under the terms and conditions specified above, provided that the minimum required contract years of full-time service has elapsed since beginning a previous sabbatical leave. (Time spent on sabbatical leave, or any unpaid leave, is not counted as a part of the required contract years of full-time service.)