



PPSM II-50: Sabbatical Leave

Responsible Officer:	Vice President – Systemwide Human Resources
Responsible Office:	SHR – Systemwide Human Resources
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Scope:	Senior Management Group Members

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I. POLICY SUMMARY

This policy describes the accrual of sabbatical leave credit and compensation during sabbatical leave for Senior Managers who hold academic titles which qualify for accrual of sabbatical leave credit.

II. DEFINITIONS

Detailed information about common terms used within Personnel Policies for Staff Members can be found in [Personnel Policies for Staff Members 2 \(Definition of Terms\)](#).

Senior Management Group: Individuals whose career appointment is in the Senior Management Group personnel program. Employees with a dual academic appointment at 0% and an appointment to a Senior Management Group position will be considered to possess a career appointment in the Senior Management Group.

III. POLICY TEXT

A. *Sabbatical Leave*

In conformance with [Academic Personnel Policy 740-11](#), certain Senior Managers who also hold academic titles which qualify for accrual of sabbatical leave credit continue to accrue such credit while on pay status in the Senior Management appointment.

Sabbatical leave taken by an eligible Senior Manager must be approved by the Chancellor. Professional leave may be approved for Senior Managers who accrue sabbatical credit only in lieu of taking sabbatical leave.

B. *Compensation*

Sabbatical compensation shall be based on the administrative salary of the Senior Manager unless some of the sabbatical leave credit was accrued as an academic appointee, in which case an appropriate fraction of the sabbatical compensation shall be based on the salary of the academic appointment.

IV. COMPLIANCE/RESPONSIBILITIES

A. *Implementation of the Policy*

The Vice President–Systemwide Human Resources is the Responsible Officer for this policy and has the authority to implement the policy. The Responsible Officer may develop procedures or other supplementary information to support the implementation of this policy. Such supporting documentation does not require approval by the President. The Responsible Officer may apply appropriate interpretations to clarify policy provided that the interpretations do not result in substantive changes to the underlying policy.

The Chancellor is authorized to establish local procedures necessary to implement this policy. The Chancellor and the Vice President–Systemwide Human Resources determine secondary administrative level responsibilities and authorities to establish such local procedures.

B. *Approval of Actions*

See Section III.A for the authority to approve actions authorized by this policy.

All actions applicable to Senior Management Group members that exceed this policy, or that are not expressly provided for under any policy must be endorsed by the President and approved by the Regents.

C. Compliance with the Policy

The following roles are designated at each location to implement compliance monitoring responsibility for this policy:

The Top Business Officer and/or the Executive Officer at each location will designate the local management office to be responsible for the ongoing reporting of policy compliance.

The Executive Officer is accountable for monitoring and enforcing compliance mechanisms and ensuring that monitoring procedures and reporting capabilities are established.

The Vice President–Systemwide Human Resources is accountable for reviewing the administration of this policy. The Director–Systemwide Human Resources Compliance may periodically monitor compliance to this policy.

D. Noncompliance with the Policy

Noncompliance with the policy is handled in accordance with the Regents' [Guidelines for Corrective Actions Related to Compensation Practices](#) and [Guidelines for Resolution of Compensation and Personnel Issues Resulting from the Findings of Audits and Management Reviews](#).

E. Revisions to the Policy

The President is the Policy Approver and has the authority to approve policy revisions upon recommendation by the Vice President–Systemwide Human Resources. The Regents is the Policy Approver for policy revisions that affect the compensation of Senior Management Group members.

The Vice President–Systemwide Human Resources has the authority to initiate revisions to the policy, consistent with approval authorities and applicable *Bylaws* and *Standing Orders* of the Regents.

The Executive Vice President–Chief Operating Officer has the authority to ensure that policies are regularly reviewed, updated, and consistent with other governance policies.

V. PROCEDURES

Not applicable.

VI. RELATED INFORMATION

- [Academic Personnel Policy 740-11](#) (Leaves of Absence/Sabbatical Leaves) (referenced in Section III.A. of this policy)

- [Guidelines for Corrective Actions related to Compensation Practices](#) (referenced in Section IV.D. of this policy)
- [Guidelines for Resolution of Compensation and Personnel Issues Resulting from the Findings of Audits and Management Reviews](#) (referenced in Section IV.D. of this policy)

VII. FREQUENTLY ASKED QUESTIONS

Not applicable.

VIII. REVISION HISTORY

March 5, 2019: Updated web links and office titles and made typographical amendments. This Policy was also remediated to meet Web Content Accessibility Guidelines (WCAG) 2.0.

September 8, 2016: Reviewed policy and determined that no changes were needed at that time.

October 1, 2012: Reformatted into the standard University of California policy template effective.