

## Sabbatic Leave

When faculty members have been employed by the university continuously for at least twelve semesters, excluding summers, and have held one or more of the titles of professor, associate professor, or assistant professor, and have been elected to tenure, the dean may grant them sabbatic leaves of absence for one year at half pay or one term at full pay, for the primary purpose of increasing the value of their further services to the university. For complete policy, please consult the online policy website at

[https://www.dfa.cornell.edu/sites/default/files/vol6\\_2\\_1.pdf](https://www.dfa.cornell.edu/sites/default/files/vol6_2_1.pdf)

*Application for Leave.* The sabbatic leave must be requested in writing before the start of the term preceding that during which the leave of absence is desired. Application is made to the appropriate dean through the department chairperson, who communicates it to the dean along with (a) his or her recommendation concerning approval, and (b) the department plan for meeting the faculty member's regular obligations during the leave.

A statement of planned work or studies should accompany the application while on sabbatic leave that are expected to benefit the university's academic program. Documentation of such plans may be required for approval of the leave and also for justifying, for income tax purposes, expenses incurred in connection with it.

*Postponement of Leave.* If a faculty member consents to postponement of a sabbatic leave for the convenience of a department or if a postponement is requested by the faculty member for personal reasons, the dean may approve the accrual of credit up to a maximum of three terms toward eligibility for the next leave. Study leave (described below) may be counted as accrued time for sabbatic leave. Assistant professors in their sixth year of service who are being reviewed for tenure may request postponement of the leave. Such a request for postponement for one term or one year is automatically credited toward the subsequent sabbatical.

*Benefits during Leave.* For those who take a one-term sabbatic leave at full salary, there is no change in benefits. For those who take a full year at half salary, the following applies: medical coverage, eligibility for Cornell Children's Tuition Scholarship benefits, basic and voluntary life insurance coverage, and other voluntary programs paid by faculty member payroll deductions remain the same. For faculty members in the endowed units, the Cornell contribution to the Cornell University Retirement Plan through TIAA-CREF and Fidelity Investments remains at the equivalent of full salary. For faculty members in the contract units who are enrolled in the Suny-Optional Retirement Plan, the university's contribution is halved, as is the salary, during sabbatic leave. For faculty members in the contract units who are enrolled in the New York State Employees' Retirement System, the state's contribution is unchanged during the year's sabbatical at half salary.

In the prorating of sabbatical leave, the salary to be paid is prorated, but the time for eligibility is not. For example, endowed faculty on full-time appointments are eligible for sabbatical leave after six years of service and are paid a full six-months' salary for a six-month leave or the salary is distributed over the year for a one-year sabbatical leave. Similarly, faculty on half-time appointments are eligible for sabbatical leave after six years of half-time service and are paid a half-time six-months' salary (i.e. at one-half the rate paid for six months' service in a full-time appointment) for either a six-month sabbatical leave or distributed over the year for a one-year sabbatical leave. Nine-month faculty in the contract units who take a one-semester sabbatical only receive their regular salary during the four-and-one-half-month semester.

*Post-sabbatic Service Requirement:* A faculty member who is awarded a sabbatic leave has an obligation either to return to Cornell for at least a year after the leave or to return the salary and benefits paid by Cornell during the leave. This requirement is not prorated and, because it is designed to reap the benefit of the sabbatic activities to the Cornell academic program, the requirement may not be served in advance. With the dean's approval, the requirement may be served post-retirement.

A member of the faculty on sabbatic leave may serve on faculty committees, vote at faculty meetings, and make normal use of library and laboratory facilities. In addition to the salary received from Cornell, he or she may receive remuneration from other sources while on sabbatic leave, but the leave is not granted for the purpose of augmenting income. Please consult the online policy for information about combining sabbatics with administrative leave or leave without salary; prior-service credits; postponement during administrative service; early sabbatics; local sabbatics; and synchronization of schedules for dual-career couples.