

METROPOLITAN STATE UNIVERSITY REGULATIONS



MSUAASF Sabbaticals

Administrative Affairs Procedure #504

Section 1. Authority

This procedure is established in accordance with the agreement between the Minnesota State Colleges and Universities Board of Trustees and Minnesota State Association of Administrative and Service Faculty affiliated with Teamsters Local 320.

Section 2. Purpose

The president may grant a sabbatical leave to an eligible MSUAASF employee who proposes to undertake additional study or other endeavors that will enhance the employee's contribution to the university.

Section 3. Effective Date

This procedure becomes effective upon the signature of the President and the Chief Human Resources Officer, and shall remain in effect until modified or revoked.

Section 4. Responsibility

Responsibility for implementation of this procedure is assigned to the Chief Human Resources Officer

Section 5. Condition

The granting of sabbatical leave shall be contingent upon the president's determination that funds are available for this purpose and that staffing requirements of the university can be met.

Section 6. Eligibility

See Article 15, Section C. subdivisions 1-10 of the MSUAASF Master Agreement for information on eligibility, duration, compensation and other provisions of sabbatical leaves.

Section 7. Procedures

1. Eligible employees who wish to be considered for sabbatical must submit a written request. Normally, requests for sabbatical leaves commencing during the following fiscal year should be submitted by February 1. The request shall include a description of the activity proposed, beginning and ending dates, and a statement relating the proposed activity to the enhancement of the employee's contribution to the university.

2. The employee shall agree in writing to return to the university for at least one (1) year of service after completion of the sabbatical leave. In the event the employee fails to fulfill substantially the plan upon which he/she was granted a sabbatical leave, or fails to return to the university for one (1) year of service, the faculty member shall refund to the university such funds awarded during that sabbatical period, except in the case where a layoff prevents the employee from returning.
3. Employees on sabbatical leave may accept scholarships, fellowships, grants or employment during the sabbatical leave provided the scholarships, fellowships, grants or employment provide experience which serves the purpose of the sabbatical leave. The request for leave shall include a statement of anticipated compensation in accordance with this provision.
4. The request for leave shall be forwarded to the employee's supervisor. The supervisor shall forward the request with his/her recommendation to the appropriate Vice President. The vice president shall forward his/her recommendations to the president.
5. The decision to grant a sabbatical leave will be made by the president.
6. Final approval or denial of the leave will be made within thirty (30) days of receipt of the employee's written request. Where sabbatical leave is denied, reasons shall be communicated to the employee in writing.
7. Within thirty (30) days of return from a sabbatical, the employee must submit a written report to the Provost or appropriate Vice President, indicating what s/he accomplished on the sabbatical leave and how the accomplishment related to the written plan. A copy of the report is also submitted to Human Resources for placement in the employee's personnel file.

Section 8. Criteria for Review of Applications

May include:

1. How the activity may strengthen the employee's present job-related skills, knowledge and attitudes or how it may contribute to a future duty or responsibility.
2. Development of skills and knowledge in areas needed by the university.
3. Past job performance in assigned duties.
4. Past recommendations for improvement of job performance.
5. Staffing needs of the university.
6. The nature of the activity proposed.
7. Previous experience and preparation for the proposed activity.
8. Other information about how the proposed endeavor will enhance the employee's contribution to the university.

Section 9. Review

This procedure shall be reviewed at least every three years or as needed to comply with provisions of the collective bargaining agreement.

Section 8. Approval

Issued on this 17th day of March 2014.

_____**SUSAN RADDATZ**_____
Interim Chief Human Resources Officer

A handwritten signature in black ink on a light yellow background. The signature reads "Sue K. Hammerstein" in a cursive script.

President

METROPOLITAN STATE UNIVERSITY
MSUAASF Sabbatical Leave Application
(Refer to Administrative Affairs Procedure 504)

Name: _____ Date of Application: _____

Title: _____ Unit/Division: _____

Terms and Years of Previous Sabbaticals: _____

Years of Service at Metropolitan State, including current year:

Length of Sabbatical Requested:

_____ 4 months at full pay, beginning _____ 20__ and ending _____
20 ____.

_____ months at 2/3rds pay, beginning _____ 20__ and ending _____ 20 ____.

(For part-time employees, the amount of sabbatical pay is adjusted prorata.)

Second sabbaticals are paid at 90% of base salary.

Sabbatical leave plan description must be completed on the reverse side.

Attach additional pages and relevant information as necessary.

Approvals:

Supervisor: _____ Recommend _____ Do Not Recommend

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| Date | Name | Title |

Division Head: _____ Recommend _____ Do Not Recommend

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| Date | Name | Title |

President: _____ Recommend _____ Do Not Recommend

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| Date | Name | Title |

MSUAASF Sabbatical Plan

Applicant Name: _____

To the applicant: Describe your proposed sabbatical leave activity. Be as specific as possible, giving dates, locations and stating how the proposed activity will enhance your contribution to the university. Attach additional pages and relevant information as necessary.

METROPOLITAN STATE UNIVERSITY

Sabbatical Leave Agreement

Having been granted a sabbatical leave for _____ in the year 20____, I hereby agree to the following conditions:

1. I will pursue a program of self-improvement as described in my application for sabbatical leave.
2. I agree to return to Metropolitan State University for at least one (1) year of service after completion of the sabbatical leave.
3. In the event I fail to fulfill substantially the plan upon which I was granted this sabbatical leave, or fail to return to the university for one (1) year of service, I shall refund to the university such funds awarded to me during this sabbatical period.
4. Within thirty (30) days of my return from sabbatical, I will complete and submit to my supervisor and to the appropriate Vice President or Dean of Student Affairs a report of what was accomplished toward my self-improvement program while on this sabbatical leave.

(Signature)

(Printed Name)

(Date)

Please sign and date the original and return to the personnel office, and send a copy to the supervisor and the appropriate vice president or dean of student affairs.