CALIFORNIA STATE UNIVERSITY, EAST BAY

Information for Sabbatical Leaves and Difference-In-Pay Leaves

1. Outside Earnings

A faculty member on sabbatical leave or difference-in-pay leave shall not accept additional and/or outside employment without prior approval of the President. Outside earnings during a sabbatical leave or difference-in-pay leave should be minimal and purely incidental, but this provision does not preclude receiving some fellowship funds if they are devoted to the purposes for which the sabbatical is granted. If you desire more information, please call the Office of the Provost and Vice President, Academic Affairs.

2. Retirement Contributions

You are strongly encouraged to check with the Office of Human Resources about the possible effect of your sabbatical leave or difference-in-pay leave on issues such as retirement contributions and service credit in the retirement system.

3. Changing Sabbatical or Difference-in-Pay Plans

Requests for changes in the number of quarters on leave should be made by memorandum to the Provost and Vice President, Academic Affairs. While it is understood that a proposed sabbatical or difference-in-pay plan and the actual accomplishments may differ, changes in plan of a substantial nature should be made only after a request, in writing, to the Provost and Vice President, Academic Affairs has been approved. Such requests may be referred by the Provost to the Professional Leave Committee in the case of a sabbatical leave, and to the Departmental Professional Leave Committee in the case of a difference-in-pay leave.

4. Paychecks

Regular paychecks received during summer months are for work performed during the academic year and are reduced by the same fraction as the pay for the appropriate quarter of a sabbatical leave. Pay for the August pay period is earned during Winter Quarter; pay for the July pay period is earned during Spring Quarter. Any adjustments in pay (due to changes in pay status because of sabbatical or difference-in-pay leave) are always made in the last month of your academic year.

03/29/2005
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