

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 semesters 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

Salary for a sabbatical leave during one semester at full pay is issued as follows: a) **Fall Semester at full pay:** Fall Warrant #1- Oct. 1, Fall Warrant #2-Nov. 1, Fall Warrant #3-Dec. 1, Fall Warrant #4-Jan. 1, Fall Warrant #5-Feb. 1, Fall Warrant #6-Sept. 1; b) **Spring Semester at full pay:** Spring Warrant #1-Mar. 1, Spring Warrant #2-Apr. 1, Spring Warrant #3-May 1, Spring Warrant #4-June 1, Spring Warrant #5-July 1, Spring Warrant #6-Aug. 1; c) **Two semesters at one-half of full pay**, salary is issued as follows: All Pay Warrants Oct.1 through Sept. 1 reduced by ½ half of full pay.

03/29/2005

REV: 07/14/2017

AA/jat