



Minnesota
STATE COLLEGES
& UNIVERSITIES

Human Resources Guideline & Interpretation

Administrative Sabbatical Leaves

TRG0002

Purpose: To clarify eligibility criteria, participation requirements and implementation processes for administrative sabbatical leaves.

Affects: All system colleges, universities, and the office of the chancellor

Authoritative References: Personnel Plan for MnSCU Administrators (1.12 Career Development) and [MnSCU Board Policy 4.7 Sabbatical Leaves](#)

Required Forms: None

Responsibility for Implementation: It is the responsibility of the college/university president or, in the Office of the Chancellor, the appropriate vice chancellor, to ensure that recommended administrative sabbatical leaves are consistent with these guidelines.

Attachments: None

Introduction: All administrative sabbatical leaves require the approval of the Chancellor.

An administrator is eligible for a sabbatical leave to secure additional education, training, or experience which will better prepare the administrator to carry out management responsibilities.

A sabbatical leave *may be granted* for any period up to one (1) year at no pay, partial pay, or full pay.

Eligibility Criteria: A sabbatical leave *may be granted* if the following criteria are met:

- The administrator has at least six (6) years of system service in a sabbatical leave-eligible position;
- The administrator has submitted a written plan to the president or appropriate vice chancellor or Chancellor showing how the leave will serve the purpose described above;
- The president or vice chancellor has recommended approval of the plan to the Chancellor;
- The Chancellor has granted prior approval of the plan;
- The organization's functions and goals can be carried out during the administrator's absence;
- Funds are available for this purpose; and

- The administrator agrees, in writing, to return to system employment following completion of a paid sabbatical leave for the amount of time specified by the Chancellor at the time the leave was approved and agrees to repay the amount of sabbatical compensation if the administrator does not return for the agreed upon time.

Implementation process:

- Requests for administrative sabbaticals are reviewed by the college/university president or, in the Office of the Chancellor, the appropriate vice chancellor, and a recommendation for approval or non-approval is made.
- The sabbatical request is then forwarded to the Associate Vice Chancellor for Human Resources or his/her designee to verify that the eligibility criteria are met and that the proposal is in keeping with the sabbatical provisions of the Personnel Plan for MnSCU Administrators.
- The Associate Vice Chancellor for Human Resources or his/her designee forwards the sabbatical plan to the Vice Chancellor, Academic and Student Affairs for review of the merits of the plan and to determine if the amount of effort is appropriate to the requested leave period and compensation. The Vice Chancellor, ASA reviews and returns the approved or non-approved sabbatical plan to the Associate Vice Chancellor for Human Resources.
- The Associate Vice Chancellor for Human Resources or his/her designee forwards the recommendation to the Chancellor for review, action, and signature.

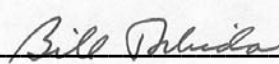
Accrual/Maintenance of Fringe Benefits:

- While on sabbatical leave, the administrator shall be eligible to retain state-paid insurance benefits for which s/he is otherwise eligible while on sabbatical leave.
- There is no accrual of vacation or sick leave while on sabbatical leave.

Documentation: A copy of the signed sabbatical agreement shall be retained in the administrator's personnel file at the institution or Office of the Chancellor.

The administrator is required to submit a report of sabbatical leave activities within the time period specified in the letter of approval from the Chancellor. A copy of this report must be sent to Human Resources at the Office of the Chancellor.

Original approval: **January 12, 1999**
Revised: **August 21, 2001**



Vice Chancellor, Human Resources

August 23, 2001

Date