

TO BE COMPLETED BY FACULTY					
Name:			Dept. Name:		
Date of last sabbatical or DIP leave, if any:					
Leave Request: <i>(choose one)</i>					
Instructional Faculty or Other in Academic Year Assignments:	One (1) semester at full pay		Semester:	Year:	
	Two (2) semesters at 1/2 pay		Academic Year:		
	Two (2) semesters at 1/2 pay		Sem:	Year:	Sem:
Librarians in 12-Month Assignments	Four (4) months at full pay		Start:		End:
	Eight (8) months at 1/2 pay		Start:		End:
Title of proposed project to be completed during sabbatical leave:					

Indemnity documents to be collected after a leave is awarded:	
Pursuant to Article 27 of the collective bargaining agreement, I will indemnify the University against loss in the event of failure, through fault of my own, to fulfill in the following manner (choose one or more):	
<input type="checkbox"/>	Promissory Note and/or,
<input type="checkbox"/>	Statement of Assets with request to the president to waive the promissory note or bond, the value of which, or value in combination with a Note or Bond, is in excess of the salary to be paid during leave, as evidence of my capacity to indemnify the State of California against loss in the case of failure of the fulfillment of this agreement, and/or,
<input type="checkbox"/>	Bond of sufficient value for this purpose

REQUIRED DOCUMENTS AND CONFIRMATION	
Required Attachments	
<input type="checkbox"/>	Statement of purpose of the leave and a clear and detailed narrative description of the proposed project, including CSU resources, if any, necessary to carry it out and the potential benefit for the University.
<input type="checkbox"/>	Copy of prior sabbatical/DIP report. <i>If no report, please explain:</i>
<input type="checkbox"/>	Current Curriculum Vitae. Highlight items that are new since last sabbatical (or since hire, if there is no prior sabbatical)
<input type="checkbox"/>	Check the box if you are requesting additional work and/or outside employment. Fill out the Additional Work Request Form on the Faculty Affairs & Success sabbatical web page and submit it with this application. Per the Collective Bargaining Agreement, all additional work done during sabbatical or difference-in-pay leaves must be approved prior to the acceptance of a leave. The additional work must correspond to the sabbatical objective.
Sabbatical Guidelines Confirmation	
I confirm I have carefully read the " URTPS Sabbatical Guidelines " found on the Faculty Affairs website.	
Submit this request form and all required application documents by September 15 per instructions on the Faculty Affairs website. Incomplete applications will not be reviewed.	
Applicant Signature:	Date:

INFORMATION ABOUT THE USE OF THIS FORM

Eligible faculty shall use this form, together with the required documents, to request a sabbatical leave. Use the Required Documents and Confirmation section as a checklist of application materials to submit.

A full-time faculty unit employee shall have the option of being considered for a difference in pay leave if they were deemed meritorious for a sabbatical leave, but did not receive the sabbatical due to insufficient funds. If this option is chosen by the applicant, this sabbatical application may serve as the DIP application and the review process is expedited.

INSTRUCTIONS

Prior to September 1, faculty who anticipate applying for a sabbatical or DIP leave should email facultyaffairs@sonoma.edu and state whether applying for a sabbatical or DIP leave *and* if it is for a single semester or year.

Application Deadline:
September 15th

Faculty submit completed and signed form, including all attachments, per instructions on the Faculty Affairs website. Please keep a signed copy for your records.

Applications must include a detailed narrative of the proposal to be considered, otherwise the application is incomplete. [Read the SSU Sabbatical Policy and URTPS Sabbatical Guidelines.](#) See links on the Faculty Affairs website.

INFORMATION ABOUT INDEMNIFICATION, PAY, AND BENEFITS

Bond, Promissory Note, or Statement of Assets

Required by [Articles 27.9](#) and [28.11](#) of the collective bargaining agreement, the bond, note, or statement of assets provides confirmation that the faculty member will be able to repay salary in the event s/he chooses to leave the University without rendering the required period of service following return.

Sabbatical Pay

One semester sabbatical pay

Pay during a one-semester sabbatical (or equivalent period for 12 month employees such as Librarians) is unchanged from the current rate of pay.

Two semester sabbatical pay

Find your gross rate of pay on a recent pay stub; this will be listed as "gross rate," not "taxable gross." Divide your current gross rate of pay in half. Percentage-based deductions such as tax withholding and retirement contributions will also be cut in half; you may fall into a lower tax bracket, and tax withholding may be reduced even more than half. Fixed-amount deductions such as health insurance premiums will be unchanged. This rate of pay will apply over 12 months.

Benefits (see Benefit Summary document for additional information)

One-semester (full pay) sabbaticals, benefits are not affected at all.

Two-semester (1/2 pay) Sabbaticals, some benefits continue unchanged, while others are affected:

University-paid medical, life, and disability benefits are unchanged: These include health, dental, and vision insurance, and/or FlexCash; university-paid life insurance; university-paid long-term disability insurance; and sick leave accrual.

Retirement-related benefits are affected in proportion to the pay received: Your Social Security contributions are a percentage of your monthly pay; when your pay is reduced, the Social Security contributions are reduced proportionally. Social Security averages earnings over so many years that this is unlikely to have much or any effect on most faculty, but you may wish to contact Social Security to confirm the impact.

More significantly, your service credit under PERS will be reduced in proportion to the pay received (for example, a two-semester Sabbatical at half-pay will result in the accrual of half a year of PERS service credit, rather than a full year). Service credit is one of the factors in the calculation of the PERS retirement allowance, therefore a reduction can have a noticeable effect on the retirement allowance. It is possible to purchase the lost service credit after your return from leave. Please contact CalPERS at: <http://www.calpers.ca.gov/> for further information.

QUESTIONS/CONTACT

If you have any questions about completing this form, please contact facultyaffairs@sonoma.edu or 707-664-2192.