

INFORMATION ABOUT THIS HANDOUT

These notes are not intended to be all-inclusive notes but to answer some of the common procedural questions.	
➤ Contact Faculty Affairs concerning sabbatical and leave details or questions	(707) 664-3170
➤ Contact Payroll & Benefits for questions concerning payroll or benefit programs	(707) 664-2793
➤ Contact the California Relay Service for TTY assistance	(877) 735-2929

GENERAL INFORMATION

Sabbatical leaves and Difference In Pay (DIP) leaves are separate leave types, though both are paid leaves granted for research and professional development, of benefit to the campus.
Sabbatical leaves undergo campus-wide peer review. Difference In Pay leaves are competitive within each school.
All applications, whether for Sabbatical or Difference In Pay leaves, are submitted to Faculty Affairs by September 15th.

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 provide 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.
The Statement Of Assets, which has no associated costs, is the most common method of providing this confirmation.

PAY AND BENEFITS

The information below is by no means comprehensive, but touches on some of the most common questions.
A critical element of deciding which type of leave to apply for is the pay rate during the leave.
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 more than half. Fixed-amount deductions, such as health insurance premiums, will be unchanged. This rate of pay will apply over 12 months.
Difference in Pay (DIP) Leave Pay
Calculation of the Difference in Pay (DIP) leave is outlined in Article 28.3 of the collective bargaining agreement:
The salary for a DIP leave for a faculty unit employee shall be the difference between the faculty employee's salary and the minimum salary of the instructor rank. The salary for a DIP leave for a librarian employee shall be the difference between the librarian employee's salary and the minimum salary of the lowest comparable time-base librarian rank. The salary for a DIP leave for a counselor employee shall be the difference between the counselor employee's salary and the min. salary of the instructor rank at the comparable time-base.
Percentage-based deductions such as tax withholding and retirement contributions will be based on this reduced rate of pay; you may fall into a lower tax bracket, and tax withholding may be reduced. Fixed-amount deductions such as health insurance premiums will be unchanged. This reduced rate of pay will apply over six months for each semester of leave or for each of the months of leave for 12-month employees.
Benefits
For two-semester (half pay) Sabbaticals and DIP leaves, some benefits are 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 in proportion. 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 ½ pay will result in the accrual of ½ 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, so a reduction can have a noticeable effect on the retirement allowance. It is possible to purchase lost service credit after your return from leave.