

## INFORMATION REGARDING SABBATICAL AND DIFFERENCE IN PAY LEAVES

1. If your proposal involves the use of human subjects (defined as “living individuals about whom an investigator conducting research obtains (1) data through intervention or interaction with the person, or (2) identifiable private information”), you must submit a protocol to the University Institutional Review Board for the Protection of Human Subjects prior to beginning your project. For more information on this subject, contact the Office of University Research at (562) 985-5314.
2. You will receive a statement of assets form, and instructions for completing the form, from the Office of Academic Personnel in advance of your leave. If you are unwilling or unable to submit a statement of assets, you may complete a promissory note (available from the office of Academic Personnel upon request), or you may file a bond. The amount shown on your statement of assets or bond must be at least equal to the amount of salary paid during your leave. The statement of assets, promissory note or bond must be filed with the Office of Academic Personnel prior to your sabbatical leave.
3. You will be required to render service to the California State University following your return from sabbatical leave at the rate of one term of full-time service for each term of leave.
4. During your leave, you shall continue to accrue sick leave and vacation (if appropriate to your classification), as well as service credit toward merit salary adjustment eligibility (if applicable), promotion eligibility (if applicable) and seniority. If you are on a sabbatical leave for a full year, or difference-in-pay leave for any length of time, you should be aware that certain deductions (including retirement contributions) will be affected by your reduced pay status. Please contact Benefits Coordinator Linda Rice at (562) 985-8266 if you have any questions about your reduced pay status, or if you would like information about “paying back” into the retirement system at the conclusion of your leave.
5. You shall be considered in work status while on leave and shall receive health, dental, and appropriate fringe benefits as if you were not on leave. If your sabbatical activity will be taking you out of California or out of the country, please check with Benefits Coordinator, Linda Rice at (562) 985-8266 prior to your departure to make sure that your particular health plan will cover you while you are out of the state or country.
6. You are not eligible to accept additional and/or outside employment of any kind while on leave without prior written approval from the Office of Academic Personnel.
7. Upon return from your leave, you are required to submit a written report describing how you fulfilled the proposal and completed the activity for which your leave was granted. This report should be forwarded to the Office of Academic Personnel, with copies of your department chair and dean, no later than **October 1** if you are returning from an academic year or Spring semester leave, and no later than **March 1** if your returning from a Fall semester leave.
8. Each faculty member/librarian on sabbatical or difference-in-pay leave shall be entitled to exercise all his/her normal faculty privileges.

Office of Academic Personnel  
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