



DATE: October 17, 2002

TO: Deans

CC: Resource Coordinators

FM: Andrew Winnick, Associate VPAA

RE: **The Role of Credit Granted Toward Tenure and Leaves
in Determining Eligibility for Sabbaticals and DIPs**

Article 27.2 says in part: "...Credit granted toward the completion of the probationary period for service elsewhere shall also apply towards fulfilling the eligibility requirements for a sabbatical..." Hence, if someone is granted 2 yrs credit toward tenure, they are eligible to apply for a sabbatical or DIP in their 4th year here (assuming they worked all four years), to be granted, if awarded, in their 5th year.

Also, the same article says: "... A leave of absence without pay, or service in an academic administrative appointment excluded from the bargaining unit, shall not constitute a break in service for eligibility requirements."

However, as per Articles 22.8 & 22.25, there is a difference between not counting as a break in service and counting toward the six (6) years requirement. 22.8 says: "Personal leaves of absence without pay...shall not accrue service credit toward...sabbatical eligibility, difference in pay leave eligibility, service salary eligibility..." and 22.25 says in effect that a Professional leave of absence without pay shall carry a maximum of one (1) year of credit toward sabbatical or DIP eligibility.

So, the issue is how to reconcile the two paragraphs above. The point is that there are actually two eligibility requirements for sabbaticals or DIPs:

- (1) one must have "served full-time for six (6) years at that campus in the preceding seven 7 years" and
- (2) there must have been a period of either at least 6 years w/o a sabbatical or DIP for sabbatical eligibility and at least 3 years w/o a sabbatical or DIP for DIP eligibility.

In looking back over the previous 6 or 7 years, a leave of absence does **not** constitute a break in service that would cause one to have to start counting over again, that is if one had a leave of absence without pay, personal or professional, it would still have counted as one of the years served on campus to satisfy the **first** requirement, BUT a **personal** leave does NOT count toward the second criteria and **at most** one (1) year of a **professional** year can count toward the second criteria. That is, any leave without pay still counts as one of the 6 out of 7 years that must have been served on campus, but does not necessarily count for one of the 6 or 3 years without a sabbatical or DIP that must past before one can get a sabbatical or DIP.

The issue of whether the professional leave counts for that 1-year maximum allowed is indicated on the leave approval form signed by the AVPAA.

