

Oregon Administrative Rules  
Chapter 580, Division 21 – Board of Higher Education

**SABBATICAL LEAVE - PURPOSES OF SABBATICAL LEAVE**

580-21-200 Sabbatical leave is granted to unclassified employees having academic rank for purposes of research, writing, advanced study, travel undertaken for observation and study of conditions in our own or in other countries affecting the applicants field or related scholarly or professional activities. Sabbatical leave is a privilege and not a right. It is granted only when it can be shown that the applicant is capable of using this period in a manner which will thereafter increase the applicant's effectiveness to the institution and to the state. Stat.Auth.: ORS Ch. 351 Hist.: HEB 3-1978; f. & ef. 6-5-78; HEB 8-1989, f. 12-11-89, Cert. Ef. 1-1-90

**ELIGIBILITY FOR SABBATICAL LEAVE**

580-21-205 (1) An unclassified employee appointed at .5 FTE or more, with the rank of Senior Instructor, Assistant Professor, Associate Professor, Professor, Research Associate, or Senior Research Associate may be considered for sabbatical leave.

(a) After having been continuously appointed without interruption by a sabbatical leave for eighteen (18) quarters (excluding Summer Session) or, in the case of twelve-month faculty, seventy-two (72) months; or

(b) After having accumulated the equivalent of 6.0 FTE years over an indefinite period of nine-month or twelve month appointments uninterrupted by a sabbatical leave;

(c) Prior service at the ranks of Instructor, Lecturer, or Research Assistant, when leading to a promotion to a higher rank, may be considered by an institution president as part of a period of accumulated service for the purposes of the time requirements for sabbatical eligibility.

(2) A series of appointments shall be considered continuous whether or not interrupted by one or more authorized leaves of absence other than a sabbatical eligibility. An unauthorized leave of absence will not prejudice the staff member's eligibility for sabbatical leave. Academic staff members may be considered for subsequent sabbatical leaves after again satisfying the conditions specified in subsection (1)(a) or (b) of this rule. Cases involving mixed terms of service may be adjusted by the institutional president or the president's designee, in accordance with the principles set forth in this rule.

(3) For institutional convenience, and at the initiative and sole discretion of the institution, a sabbatical leave may be delayed by up to two years. In such instances, the academic staff member will become eligible for a succeeding sabbatical leave after an equivalently reduced period of years. This section applies to a maximum of fourteen (14) consecutive years, covering two possible sabbatical leaves. The same agreement may be negotiated, again for institutional convenience, in subsequent fourteen-year periods.

(4) Sabbatical leave privileges may be granted to unclassified employees in special positions of responsibility and trust, even though they do not hold academic rank. Eligibility for this class of employees will be determined in the manner described in section (1) of this rule. Recommendations for sabbatical leave for the above referenced unclassified staff members not otherwise qualified may be made in exceptional cases at the discretion of institution Presidents.

(5) Salary received by an academic staff member during a sabbatical shall be calculated as follows:

(a) Salary under subsection (1)(a) of this rule shall be a percentage (determined by OAR 580-21-225 or 580-21-230) of the academic staff member's annual rate multiplied by the average FTE at which the academic staff member was appointed during the 6.0 FTE years immediately prior to the sabbatical leave. Presidents shall have the authority and discretion to interpret social circumstances in this regard. For purposes of this subsection, eligibility years are the eighteen (18) academic quarters (excluding Summer Session) or in the case of twelve-month faculty, seventy-two (72) months of continuous employment at full-time or more that result in the academic staff member's eligibility for sabbatical leave under subsection (1)(a) of this rule.

(b) Salary under subsection (1)(b) of this rule shall be a percentage (determined by OAR 580-21-225 or 580-21-230) of the academic staff member's annual rate in effect at the time the sabbatical leave begins.

(c) If during the period of sabbatical leave the institution allocates salary increases to its academic staff members, the annual rate of the academic staff member on sabbatical leave will be increased by the appropriate amount effective on the date that the salary increase was granted.

Stat. Auth.: ORS Ch. 351 Hist.: HEB 3-1978, f. & ef. 6-5-78; HEB 4-1987; f. 4-22-87, ef 7-1-76; HEB 8-1989, f. 12-11-89, cert. Ef. 7-7-90

**APPROVAL AND REVISIONS OF SABBATICAL LEAVE**

580-21-210 (1) Sabbatical leave shall be granted only if approved by the President or designee.

(2) Revisions of the sabbatical leave program or other terms and conditions of the agreement shall be approved by all parties to the original agreement.

Stat. Auth.: ORS Ch. 351 Hist.: HEB 3-1978, f. & ef. 6-5-78; HEB 8-1989, f. 12-11-89, cert. Ef. 7-7-90.

**SABBATICAL LEAVE REPORTS**

580-21-215(1) At the end of the sabbatical leave the staff member shall submit a report of the accomplishments and benefits resulting from the leave, filing copies with the Department Head, the Dean, and the President.

(2) Institutional presidents shall submit an annual report describing sabbatical activity in the manner required.

Stat. Auth.: ORS CH. 351 Hist.: HEB 3-1978, f. & ef. 6-5-78; HEB 8-1989, f. 12-11-89, cert. Ef. 7-7-90

**OBLIGATION TO RETURN**

580-21-220 Each academic staff member in applying for sabbatical leave shall sign an agreement to return to the institution for a period of at least one year's service on completion of the leave. If an academic staff member fails to fulfill this obligation, the academic staff member shall repay the full salary paid during the leave plus the health care and retirement contribution paid by the institution on behalf of the academic staff member during the leave. This amount is due and payable three months following the date designated in the sabbatical agreement for the faculty member to return to the institution.

Stat. Auth.: ORS Ch. 351 Hist.: HEB 3-1978, f. & ef. 6-5-78; HEB 8-1989; f. 12-11-89, cert. Ef. 7-7-90

**LENGTH OF LEAVE FOR ACADEMIC YEAR STAFF**

580-21-225 Staff members employed on an academic year basis are eligible for one of the following types of leave:

(1) Academic year staff other than the University of Oregon School of Law faculty:

(a) One academic year (three terms) on 60% salary during the period of sabbatical leave.

(b) Two-thirds of an academic year (two terms) on 75% salary during the period of sabbatical leave:

(c) One-third of an academic year (one term) on 85% salary during the period of sabbatical leave.

(2) Academic year staff at the University of Oregon School of Law:

(a) One academic year (two semesters) on 50% salary during the period of sabbatical leave.

(b) One-half academic year (one semester) on 100% salary during the period of sabbatical leave.

Stat. Auth.: ORS Ch. 240 & 351 Hist.: HEB 3-1978, f. & ef. 6-5-78; HEB 1-1983, f. & ef. 1-19-83; HEB 3-1984, f. & ef. 3-21-84, HEB 8-1989, f. 12-11-89, cert. Ef. 7-7-90

**LENGTH OF LEAVE FOR FISCAL YEAR STAFF**

580-21-230 Staff members employed on a fiscal-year basis are eligible for one of the following types of leave.

(1) One year (twelve months) on 60% salary during the period of sabbatical leave.

(2) Two-thirds of a year (eight months) on 75% salary during the period of sabbatical leave.

(3) One-third of a year (four months) on 85% salary during the sabbatical leave.

Stat. Auth.: ORS Ch. 351 Hist.: HEB 3-1978, f. & ef. 6-5-78; HEB 1-1983, f. & ef. 1-19-83; HEB 8-1989, f. 12-11-89, cert. Ef. 7-7-90

**COST OF SABBATICAL LEAVES**

580-21-235 The cost of granting sabbatical leaves shall be financed within the funds allotted to the institutions.

Stat. Auth.: ORS Ch. 351 Hist.: HEB 3-1978, f. & ef. 6-5-78, HEB 8-1989m, f. 12-11-89m cert, ef, 7-7-90

**SUPPLEMENTING OF SABBATICAL INCOMES**

580-21-240 Staff members on sabbatical leave may supplement their sabbatical salaries to a reasonable degree, provided that such supplementation strictly conforms to the stated and approved purposes of the sabbatical leave.

Stat. Auth.: ORS 351 Hist.: HEB 3-1978, f. & ef. 6-5-78; HEB 8-1989, f. 12-11-89, cert. Ef. 7-7-90

**POLICY REGARDING SABBATICAL LEAVE**

589-21-245 The policy on sabbatical leaves shall be uniform for all department institutions insofar as possible. (The above regulations on sabbatical leave appear in 580-21-200 Through 580-245 of the Board's Administrative Rules.)