

## Sabbatical Leave Funding Form for UNAC Faculty

Faculty awarded sabbatical leave are required to complete this form.

**You must turn in this form to your dean/director's office prior to taking your sabbatical leave.**

For additional pages or to enter text directly into this form as a Word document, please go to the "Sabbatical Leave" section of the Provost's website at <http://www.uaf.edu/provost/sabbatical/index.html> to download.

Name:	College/School:
If joint appointment, Institute:	
Rank:	Department:
Sabbatical Leave Dates: <input type="checkbox"/> Semester Leave <input type="checkbox"/> AY Leave <input type="checkbox"/> AY+Extension	

**From Article 16 of the UNAC Collective Bargaining Agreement, January 1, 2008 – December 31, 2010 (emphasis added):**

“Sabbatical leaves shall be granted only for periods of one (1) academic year at the rate of six (6) months’ salary or one semester at the rate of one semester’s salary. Sabbaticals are granted at the sole discretion of the university and are subject solely to the complaint process. Unit members may, with the prior approval of the chancellor, or designee, accept fellowships, grants-in-aid, or earned income to assist in accomplishing the purposes of their sabbatical leaves. In such cases, the chancellor, or designee, may adjust the sabbatical leave salaries to reflect such income; however, the recipient’s total earnings for the leave period shall not be reduced to an amount less<sup>1</sup> than the full salary the recipient would have received had he/she not been on leave. A sabbatical proposal that extends beyond the academic year may be approved, but no additional compensation paid.”

Please record **all** funding you will receive while on or in support of your sabbatical leave, including, but not limited to, grant funds paid through UAF; honorariums; and salary/compensation from other institutions.

UAF must also be notified in advance if you will be receiving money to cover living expenses (*see page 3*). To claim such money as living expenses rather than income (and thus as money that should not be counted towards your salary), you must be able to demonstrate through documentation the amount received and how exactly it was used. This is both for tax purposes and to determine how it might affect your sabbatical salary.

**If your funding situation changes while on leave, please notify your dean/director's office and/or update this form immediately. Attach additional sheets and/or written explanation as needed.**

<sup>1</sup> Per Labor Relations, this means that 1) If a faculty has secured funding additional to their UAF sabbatical salary, and it is that faculty’s desire to supplement their salary with said funding, they shall be paid up to the amount of their normal AY salary, and that administrators cannot disallow the use of funding in this manner; and 2), that faculty shall not be paid in excess of their normal AY salary, and that administrators shall monitor sabbatical funding to ensure that faculty will not receive a salary that exceeds the amount of their normal AY salary.

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**STEP 1:** To be completed by your PPA, Financial Officer, or HR staff member (which ever is appropriate for your unit):

<b>A.</b> Faculty member's "normal" (when not on sabbatical leave) AY salary ( <i>note:</i> AY0910 Salaries will not be available until July 09. If this form is completed before that time, simply approximate the AY0910 salary and then finalize/adjust when the actual numbers become available. To approximate: for FY10, all UNAC faculty members will receive an across-the-board 3.4% increase on top of their AY0809 salaries. In addition, there will be a few market adjustments (from a much smaller, 1% pool), but we cannot anticipate who these adjustments will affect until the final numbers are released in July.):	\$
<b>B.</b> Faculty member's UAF Sabbatical salary (2/3 of the normal AY salary):	\$
<b>C.</b> Faculty member's <b>total</b> salary for the Sabbatical Leave, including the UAF salary and all additional funding (as detailed below):	\$
<i>Please note: C. cannot exceed A.</i>	
PPA Initials:	Date Completed:

**STEP 2:** List all funding you will receive while on sabbatical. *Please feel free to fill this out in cooperation with your PPA.*

<b>Funding Source 1</b> (specify): Type: <input type="checkbox"/> Grant <input type="checkbox"/> Earned income <input type="checkbox"/> Honorarium <input type="checkbox"/> Other		\$
<i>a. How will this funding be paid?</i>	<input type="checkbox"/> Through UAF <i>Has this been set up with your PPA?</i>	<input type="checkbox"/> Directly to you <i>Please arrange reconciliation with your PPA.</i>
<i>b. If paid through UAF: Please specify how much of this funding you would like applied toward your salary:</i>	<input type="checkbox"/> As much as possible (up to the point of your normal AY salary)	<input type="checkbox"/> Other amount/percentage (specify):
<i>Notes/written description of Funding Source 1 arrangement:</i>		

<b>Funding Source 2</b> (specify): Type: <input type="checkbox"/> Grant <input type="checkbox"/> Earned income <input type="checkbox"/> Honorarium <input type="checkbox"/> Other		\$
<i>a. How will this funding be paid?</i>	<input type="checkbox"/> Through UAF <i>Has this been set up with your PPA?</i>	<input type="checkbox"/> Directly to you <i>Please arrange reconciliation with your PPA.</i>
<i>b. Please specify how much of this funding you would like applied toward your salary:</i>	<input type="checkbox"/> As much as possible (up to the point of your normal AY salary)	<input type="checkbox"/> Other amount/percentage (specify):
<i>Notes/written description of Funding Source 2 arrangement:</i>		

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<b>Funding Source 3</b> (specify): Type: <input type="checkbox"/> Grant <input type="checkbox"/> Earned income <input type="checkbox"/> Honorarium <input type="checkbox"/> Other		\$
a. How will this funding be paid?	<input type="checkbox"/> Through UAF <i>Has this been set up with your PPA?</i>	<input type="checkbox"/> Directly to you <i>Please arrange reconciliation with your PPA.</i>
b. Please specify how much of this funding you would like applied toward your salary:	<input type="checkbox"/> As much as possible (up to the point of your normal AY salary)	<input type="checkbox"/> Other amount/percentage (specify):
Notes/written description of Funding Source 3 arrangement:		

### Step 3: Funds denoted as “Living Expenses.”

<input type="checkbox"/> <b>Yes, I will receive living expenses.</b>	<input type="checkbox"/> <b>No, I will not receive living expenses.</b>
<i>If YES, please make an arrangement to meet with your PPA after your sabbatical so you can reconcile your funding documentation.</i>	

Additional Notes and/or Arrangements:

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grants and Contracts Representative: All grants and contracts listed here will support Sabbatical Leave funding.

\_\_\_\_\_  
Date

\_\_\_\_\_  
PPA Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
PPA Signature

\_\_\_\_\_  
Dean/Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Joint Appointment Dean/Director Signature

\_\_\_\_\_  
Date

All signatures listed above are required. If you do not have a PPA in your unit, please instead consult your Financial Officer or HR staff person – whomever is appropriate for your unit.

Cc: UAF Office of the Provost