

**For full sabbatical consideration, firm written or e-mail requests and a brief explanation must be forwarded to the department chairman and cc'd to:**

*Corinna Koehnenkamp*

BENEFITS AND PRIVILEGES  
Leaves of Absence/Sabbatical Leaves

APM - 740  
CHART I

Sabbatical Leave Credit for Academic-Year Appointees  
Quarter System

Qualifying Service**	Sabbatical Leave Credit		
	<u>1 Qtr</u>	<u>2 Qtrs***</u>	<u>3 Qtrs***</u>
6 Quarters	0.67 Salary*		
9 Quarters	Regular Salary		
12 Quarters		0.67 Salary*	
15 Quarters		0.83 Salary	
18 Quarters		Regular Salary or	0.67 Salary*
21 Quarters			0.78 Salary
24 Quarters			0.89 Salary
27 Quarters			Regular Salary

\* Or regular salary if sabbatical leave is taken in residence.

\*\* Academic-year appointees accrue three quarters of sabbatical leave credit per calendar year, excluding periods of leave of absence without salary.

\*\*\* Salary is an average which may be paid unequally in different terms of leave.

Note: Sabbatical-in-residence, when one teaches 3 or more contact hours per week, is available for ~ 2/3rds the qualifying service —e.g., with sabbatical-in-residence, 6 quarters of qualifying service earns one quarter sabbatical at full pay.