

## Introduction

This brief report was prepared by the MAUT-LS Professional Issues Committee to look at the practices of sabbatic leaves in 12 North American academic libraries. This scan was undertaken in hopes of better understanding how sabbatic leaves are done in other similar institutions, with the hope of starting a conversation to better nurture our own successful sabbatical culture.

## Sabbatical leaves in literature

Generally the literature on sabbatical leaves for librarians has noted that sabbatical leaves positively impact both the staff member and the institution. Flaspoebler (2009) notes that positive results may include improved staff morale, an increase in number and quality of publications that positively affect the profile of the library and new skills and learning that were brought back to the workplace.

In their 2006 survey of Canadian academic librarians, Fox found: “Seventy-five percent of survey participants reported that librarians at their university were eligible for sabbatical leave. Seventy-three percent were eligible for study leave, and 31% for annual research leave.”

Sassen and Wahl’s 2014 survey identified access to sabbatic leaves as one of the ways librarians could be supported in their research -- particularly with respect to increasing publication demands.

Flaspoebler (2009) makes the point that “those of us who manage to get out need to articulate the value of our experiences with more clarity and precision to our administrators and colleagues. We need to demonstrate why and how it is that getting out for a while has improved our job performance and increased our value as an employee and professional librarian.”

## McGill context and history

McGill librarians were granted academic status in 1974 and introduction of the term tenure can be traced back to revisions of the librarian employment regulations which were approved by Senate in 1989<sup>1</sup>. While in practice sabbatical and tenure culture is relatively recent to the McGill Library, we have found reference to the practice as far back as January 1985 in the old Librarian's Handbook, that includes a section, “8. Regulations on the Study/Professional

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<sup>1</sup> <https://www.mcgill.ca/maut/librarians-section/association-background> and [https://www.mcgill.ca/maut/files/maut/symposium\\_mr\\_2011-11-18.doc](https://www.mcgill.ca/maut/files/maut/symposium_mr_2011-11-18.doc)

Development Leave Policy for Full-Time Librarians”, which in the first sentence states: “Librarians are eligible for sabbatic leave under the same conditions as teaching staff”.

Currently, McGill librarians are governed by the same regulations as other academic staff, with guidelines on the APO webpage: “Regulations on Sabbatic Leaves for Tenure Track and Tenured Academic Staff”. These regulations are revised from time to time, with all proposals for revisions being submitted to Senate for approval after MAUT has been consulted (see Appendix 1 for further information).

Generally, librarians who have been granted tenure are eligible for a sabbatical after six years of credited service. This sabbatical will be with full pay and benefits, although it is also possible for staff members to request that a portion of their salary be made available as a research grant rather than salary during the period of sabbatic leave, with benefits being pro-rated accordingly (see section 7.3.1 of the Regulations on Sabbatic Leaves for Tenure Track and Tenured Academic Staff). Sabbatic leaves may be for 1 year or two six month leaves in two different calendar years. A plan for approval must be submitted, with guidelines for the plan and submission dates available through the APO web page. A report must be submitted within six months of returning from the sabbatical (two reports for two sabbaticals). The returnee must work for a full year after their sabbatical, or will be required to reimburse the university. For a more detailed summary please see Appendix 1.

## Survey of Library leave policies

The libraries in this scan were chosen based on how “comparable” they were in terms of academic status and tenure to McGill. The survey highlights just some of the key findings. Full summaries of each institution's policies can be found in Appendix 1 and a comparison table in Appendix 2.

Of the 12 libraries surveyed 9 have full faculty status and tenure. Over half of the surveyed libraries offer the option of sabbatic leaves to librarians. The other institutions offered some type of professional leave, often named Research and Professional Development, Study, Scholarship or Academic Leaves. Memorial University offers both sabbatic leaves for tenured librarians and research and professional development leaves that are shorter and can be taken earlier in a career.

### **Eligibility**

McGill is in line with most other institutions in terms of sabbatical leave eligibility after 6 years and the granting of tenure. Cornell and the University of Toronto (for study leaves) have the option of taking half leaves after 3 years. University of Calgary was an exception where all staff including part-time, continuing, contingent term, or limited term academic appointments were eligible for research and scholarship leaves.

A number of policies have clear statements that leaves are granted “subject to the ability of the Library/Archives to meet its service obligations to its users” (Queens University [33.1.2.9 of the regulation](#)). Dalhousie University maintains a ceiling of approved sabbaticals per year at 8-10% of total librarians.

### **Applications**

Application procedures were similar at most universities, involving submitting a “concise,” “clear,” or “detailed” plan for the proposed leave, including an outline of activities and a statement of goals. McGill’s regulations provided the most detail: “the sabbatic plan shall address: i. the academic goals or objectives planned for the sabbatic leave; ii. the significance of the work planned and its relevance to the staff member’s future academic duties, to the academic unit and/or the University; and iii. the anticipated outcomes of the proposed sabbatic leave.” Cornell asks if the that the leave application specifically address “how the proposed work would directly benefit the applicable academic program.” See Appendix 3 for examples from Chicago and University of Saskatchewan.

About half of the institutions submitted their applications for review to Department Heads, Chairs, Deans or Associate Librarians. The other half of the institutions required review by an existing committee such as a Tenure and Promotion Committee (University of Guelph), the Librarian Evaluation Committee (University of Alberta), or the Academic Assembly Steering Committee (Cornell). University of Guelph and University of Saskatchewan have a clear appeal process detailed in their regulations.

University of Toronto also had clear language that noted “a research and study leave shall not be unreasonably denied.” Only a few had clear criteria of application evaluation available but University of Saskatchewan emphasised that how the leave would benefit the university should be included. We did not find any publically available application ‘toolkits’ or example projects that could have been used as guides. Informally asking around of colleagues at other institutions also did not find any mention of sabbatical application toolkits.

### **Remuneration**

There is a wide range of remuneration scales for various leaves from 100% of salary down to 50% at the University of Illinois at Urbana-Champaign and 65% at Penn State. Canadian universities tend to have between 80-100% salary depending on length. Like McGill, the University of Toronto and University of Calgary allow for leave allowances to be paid in part as research grants. Cornell encourages applicants to apply for outside funding.

### **Reports**

All surveyed university libraries require that reports be delivered at the end of a leave, typically between 30-90 days of their completion of the leave. These reports were delivered directly to

the Dean, University Librarian or “administrative heads” and not necessarily to the committee that may have approved the leave. Report requirements vary, from requesting a “statement of activities”, to details of outcomes or accomplishments, as well as describing “how the experience improved the capacity to serve the university.” Cornell was the only one that encouraged that findings be shared.

## Next Steps/Recommendations

1. Organize panel discussions discussing ins and outs of application process, types of projects taken on, etc.
2. Have Colleen provide feedback in terms of expectations for the application process, in a similar vein to her reporting on the APR process. What makes a successful application? Good venue: Library Council.
3. Encourage the sharing of sabbatic projects - in a format of their choice, could be another panel, or space on website or intranet. Even a short blog post to share their findings. Also encourage deposit of sabbatical related publications in escholarship.

## References

Flaspohler, M. R. (2009). Librarian sabbatical leaves: Do we need to get out more? *Journal of Academic Librarianship*, 35(2), 152-161 <http://dx.doi.org/10.1016/j.acalib.2009.01.009>

Fox, D. (2007). The Scholarship of Canadian Research University Librarians. *Partnership: The Canadian Journal Of Library And Information Practice And Research*, 2(2).  
doi:<http://dx.doi.org/10.21083/partnership.v2i2.305>

Sassen, Catherine and Diane Wahl. (2014). Fostering Research and Publication in Academic Libraries. *College & Research Libraries*, 75(4), 458-491.  
doi:<http://dx.doi.org/doi:10.5860/crl.75.4.458>

University of Calgary Collective Agreement  
[http://www.ucalgary.ca/hr/files/hr/tucfa\\_collective\\_agreement.pdf](http://www.ucalgary.ca/hr/files/hr/tucfa_collective_agreement.pdf)

Cornell University  
[https://www.dfa.cornell.edu/sites/default/files/vol6\\_2\\_1.pdf](https://www.dfa.cornell.edu/sites/default/files/vol6_2_1.pdf)

University of Guelph Collective Agreement  
<http://www.ugfa.ca/userContent/documents/UGFA%20Documents/Searchable%20CA%20UGFA.pdf>

University of Illinois at Urbana-Champaign

[http://www.library.illinois.edu/administration/services/policies/sabbatical\\_leave.html](http://www.library.illinois.edu/administration/services/policies/sabbatical_leave.html)

Indiana University Sabbatical Leaves program

<http://policies.iu.edu/policies/categories/academic-faculty-students/vacations-leaves-separations-academic-appointees/Sabbatical-Leaves-Program.shtml>

Laurentian University Collective Agreement

[http://www.lufapul.ca/pdf/LUFA%20Collective%20Agreement%20\(2014-17\).pdf](http://www.lufapul.ca/pdf/LUFA%20Collective%20Agreement%20(2014-17).pdf)

McGill University Library - Regulations on Sabbatic Leaves for Tenure Track and Tenured Academic Staff

[http://www.mcgill.ca/secretariat/files/secretariat/regulations\\_on\\_sabbatic\\_leaves\\_tenure\\_track\\_and\\_tenured\\_academic\\_staff\\_approved\\_2016.pdf](http://www.mcgill.ca/secretariat/files/secretariat/regulations_on_sabbatic_leaves_tenure_track_and_tenured_academic_staff_approved_2016.pdf)

Memorial University Collective Agreement <http://www.mun.ca/munfa/CA2014-2017.pdf>

[http://munfa.ca/wp/wp-content/uploads/2015/08/SABBATICAL\\_LEAVE.pdf](http://munfa.ca/wp/wp-content/uploads/2015/08/SABBATICAL_LEAVE.pdf)

Penn State Policies and Guidelines <https://www.libraries.psu.edu/psul/policies/ulhr06.html>

Queen's University

<http://www.queensu.ca/secretariat/policies/senate/statement-academic-leave-policy>

<http://www.queensu.ca/facultyrelations/sites/webpublish.queensu.ca.frowww/files/files/Final%20CA%202015-19%20for%20website%20%20Jan%2025%202016.pdf>

University of Saskatchewan Collective Agreement

<http://www.usask.ca/vpfaculty/documents/2014%202017%20UofS%20USFA%20Collective%20Agreement%20Fully%20Executed1.pdf>

University of Toronto Memorandum of Agreement

<http://www.provost.utoronto.ca/Assets/Provost+Digital+Assets/Provost/Provost+Digital+Assets/Provost/procedures/ma.pdf>



## Appendix 1: Summary of selected North American Librarian leave policies

[University of Alberta](#)  
[University of Calgary](#)  
[Cornell University](#)  
[University of Guelph](#)  
[University of Illinois at Urbana-Champaign](#)  
[Indiana University](#)  
[Laurentian University](#)  
[McGill University Library](#)  
[Memorial University](#)  
[Penn State](#)  
[Queen's University](#)  
[University of Saskatchewan](#)  
[University of Toronto](#)

### University of Alberta

Librarians at the University of Alberta have faculty status, are awarded tenure, and are members of the Association of Academic Staff at the University of Alberta (AASUA), with a [separate agreement for librarians](#). Although not eligible for sabbatical leaves like other faculty at the U of A, Academic Librarians who have completed the probationary period are eligible for a **Professional Leave** governed by the terms outlined in [Article 9](#) of their collective agreement. This leave could be for up to a **full year**, with potential for **full salary and benefits** while on leave (9.05.1-9.05.4), the details of which are dependent of review of the leave proposal by the Chief Librarian and LEC (Librarian Evaluation Committee).

#### **Application**

In order to be approved for this leave, librarians must submit a proposal to the LEC which includes a description of activities, impact on the library, expected salary level, and duration of leave. Approved proposals are submitted to the Chief Librarian for review. Any changes in the initial proposal must also be approved.

#### **Reporting**

Upon return, a report on activities must be submitted within two months of their return from the leave. (9.11-9.13)

Reference: University of Alberta Collective Agreement  
[http://www.aasua.ca/wp-content/uploads/2013/06/LibrarianAgreement\\_amendedNov2010.pdf](http://www.aasua.ca/wp-content/uploads/2013/06/LibrarianAgreement_amendedNov2010.pdf)

## University of Calgary

Librarians at the University of Calgary have faculty status and tenure. They are part of the same collective agreement as faculty [Faculty Association: Collective Agreement: 2015-16](#). As academic staff, librarians at the University of Calgary are eligible for a “research and scholarship leave”. This applies to full-time or part-time, continuing, contingent term, or limited term academic appointments.

The main purpose of a research and scholarship leave is to enhance the quality of the academic staff member as a scholar and as a teacher. A research and scholarship leave is granted if the research and scholarship is of mutual benefit to the staff member and the University. The benefit is judged in terms of any combination of research, scholarly work and teaching.

A staff member may make an application for a research and scholarship leave according to the following:

- After 3 years of service: 6 month leave at 80% salary
- After 6 years of service: 12 months leave at 80% salary
- After 6 years of service: 6 months leave at 100% salary

Applications need to be made between September 15 and October 15 a year preceding the academic year that the research and scholarship leave will commence. The application is made to a Department Head (or a Dean in a non-departmentalized Faculty). A Research and Scholarly Committee, appointed by the Dean (equivalent of in Library) evaluates applications as forwarded and recommended by Department Heads (equivalent of for Library). All research and scholarship leaves need to be ultimately approved by the Dean (equivalent for Library). Full year leave commences July 1. 6 month leaves start either July 1 or January 1. Other dates can be considered. University of Calgary also has a research and scholarly leave retirement program.

## Cornell University

At Cornell University, librarians hold an [academic appointment](#), of terms ranging between 1-3 years which can be renewed indefinitely, they do not have tenure. According to the [Cornell University Policy Library](#), Section 6.2.1, Appendix B, librarians and archivists can be granted Research/Professional Development Leave, which is different from the Sabbatical Leaves granted to the Professoriate.



[Research/Professional Development Leaves](#) are designed to provide librarians with periods of time for concentrated research or formal investigation of substantive topics of professional interest and concern.

### **Eligibility**

After three years of continuous service in the Cornell University Library, librarians at the rank of Senior Assistant Librarian are eligible to apply for Research/Professional Development Leaves of up to three months at full pay. After three years of continuous service in the Cornell University Library, librarians at the rank of Associate Librarian or Librarian are eligible to apply for research leaves of up to six months at full pay. In exceptional circumstances, especially if outside funding is available, leaves of seven to twelve months at half pay may be granted. Leaves may be taken in single blocks, be part-time in nature, or spread out over time to accommodate the needs of the applicant or his/her department. There should be an interval of at least three years between Research Leaves granted to an individual.

Eligible projects include: those to conduct scholarly research in areas served by the applicant's position at Cornell; those designed specifically to improve technical or library oriented activities, such as internships and exchanges; and those that serve the interests of the broader profession. Additionally, the project must be designed so as to improve the individual's professional competence as well as directly benefit his/her department and/or the CUL system.

### **Application Process**

An applicant for a professional development leave must submit a specific plan of study, research or other professional development. The plan should describe how the proposed work would directly benefit the applicable academic program. An ad hoc Review Committee, consisting of three librarians at the rank of Senior Assistant Librarian or above and recommended by the Academic Assembly Steering Committee, will be appointed by the University Librarian. The committee will screen the proposals according to the criteria set out in the Research/Professional Development Leave policy and will submit their recommendation for approval/disapproval to the University Librarian. The number of proposals approved may be limited in a given year by available funding and staffing needs. Any proposal not approved in a given year may be resubmitted.

### **Duration**

The duration of such leaves normally should not exceed one semester, or six months for those in units not on a semester basis. Shorter periods of leave can be authorized.

### **Outside Funding**

All librarians who wish to take a research leave are encouraged to apply for outside funding to support their salary and fringe benefits during the period of the leave.

### **Benefits**

If salary is reduced during the leave period, some benefits (i.e. retirement contributions, life insurance, and vacation leave) are prorated. Anyone who expects to have his/her salary reduced for any period should check carefully with the appropriate University Benefits Specialist. Vacation does not accrue during any leave period in excess of one month.

### **Written Report**

A written report, describing the research or project, must be submitted to the University Librarian within three months of the resumption of duties at Cornell. Evidence documenting the research or project undertaken should be appended. Librarians are encouraged to share their findings with appropriate colleagues by means of a workshop or informal seminar.

### **Resumption of Duties**

Appointees with continuing or renewed appointments shall be entitled to resume the appointment upon completion of the leave. Librarians who have received a paid Research/Professional Development Leave must agree in writing to resume their duties at Cornell for a period equivalent to their leave.

## University of Guelph

Librarians are members of the The University of Guelph Faculty Association and are granted paid **Study/Research leaves** as faculty members. Article 25 of the collective agreement details the Rights and responsibilities of Librarians and acknowledges them as ‘partners in the faculty association’ which includes their responsibilities in the area of scholarship (25.10). All policies regarding the leave are governed in the [collective agreement Article 29](#). Leaves are acknowledged as being ‘essential means of enabling Faculty Members to maintain and enhance their quality as scholars.’ Tenured faculty are eligible after 6 years of continuous service. Years of service at other institutions can be counted toward eligibility. After their return they are eligible to apply for other leaves (29.1).

Outline of written **application** is detailed in section 29.5 and details just four points; A statement of goals, a plan of scholarly activity, an indication of when and where the leave is expected to be taken and a CV. Applications are submitted to the Continuing Appointment and Promotion Committee one year before the proposed start date of the leave. The **decision criteria** and procedure is outlined in 29.7 - 29.10. Tenure and Promotion committee makes recommendation to the Dean and faculty member is informed in 20 days. Reasons for denial or delay must be communicated in writing and may appeal to the Provost (29.12). Appeals are restricted to consideration of the academic merits of the case, and may not relate to a requirement to delay the Leave. Appeal cannot introduce new material from the original application.

Conditions of the leave are clearly outlined in 29.16 including the requirement for a written report within 60 days of the conclusion of the leave. Report will include a description of the work accomplished in relation to original plan.

A librarian who expects to be taking on significantly different duties may apply for a Development leave that may extend an approved study/research leave.

## University of Illinois at Urbana-Champaign

Librarians at the University of Illinois at Urbana-Champaign have **full faculty status with tenure**. Substantial policy and procedures govern sabbatical leaves which are based on the University Statutes [Article IX, Section 7](#). Chief among them are the [Guidelines for Sabbatical Leaves of Absence for 2016-2017](#) from the Office of the President, and [Communication No. 19](#) from the Office of the Provost. [Sabbatical Leaves of Absence - Policies and Procedures](#) from the University Library provides supporting policy documentation pertaining to librarians.

Article IX, *Section 7* states that tenured faculty with the rank of professor, associate professor, or assistant professor “may be granted a sabbatical leave of absence with pay for the purpose of study, research, or other pursuit...” with such leaves serving to enable faculty “to acquire additional knowledge and competency in their respective fields” (7a, 7e). Such leaves are “subject to approval by the Board of Trustees, upon recommendation of the President of the University” ([Guidelines](#), p. 1) There are 14 possible sabbatical options according to the accumulated service and length of leave or the proportion of salary to be paid.

According to the Library Sabbatical Policies, the Library maintains a ceiling of approved sabbaticals per year with the total being between eight to ten percent of the total number of librarians. The deadline for Library applications is normally in October. Sabbaticals range in length from one semester to one year (with varying pay options) but breaking up sabbaticals over more than one year is discouraged. The applicant must fill out the “[Application for Sabbatical Leave of Absence](#)” and submit a “Statement of plans” in lay language outlining the proposed work to be undertaken during the absence. The application is subsequently subject to a five stage review; first by the Divisional Advisory Committee, then the University Librarian, the Office of the Vice Chancellor for Academic Affairs for approval, for eventual acceptance or rejection by the Campus Research Board and finally the Board of Trustees.

Following the completion of the sabbatical, the librarian is required to submit a Sabbatical Leave Report to the Associate University Librarian for Research within 60 days of his or her return, and must remain in full-time service to the University for at least one year.

## Indiana University

Librarians at Indiana University are both faculty and tenured. Sabbatical leaves are governed by Policy ACA-47 [Sabbatical Leaves for Faculty and Librarians](#) and have the **purpose** of providing faculty time for scholarly research and keep abreast of developments in their field. Indiana takes the view that sabbaticals should “significantly enhance the faculty member’s capacity to contribute to the objectives of the University” and are considered full-time service to the University. Faculty are **eligible** for one sabbatical leave “during each period of seven years’ full time service at the rank of faculty”, though members must have completed six years of full-time service and are not eligible if they are in a probationary period of a tenure-eligible position.

After local “campus” review, approved applications are forwarded to the President of the Board of Trustees with final approval resting at the Trustee level. Leaves are of two durations and pay levels: one full semester at full pay; or one year at half salary, and “may be divided over several academic years” (*Terms of Leave*). Faculty (and Librarians) must submit a statement of proposed use of time when applying for a sabbatical and provide a report of activities within three months of their return.

## Laurentian University

Librarians at Laurentian University have faculty status and tenure, and are in the same bargaining unit as the rest of full time faculty on campus. Guidelines on sabbatic leaves can be found in Article 7.25 of the LUFA/APUL [collective agreement](#), and apply to all faculty on campus. The collective agreement appears to be the primary source of information on sabbatic leaves.

### **Eligibility**

Any tenured faculty member employed for 6 consecutive years is eligible for sabbatical (7.25.2.a), although some may be eligible to apply after five years. There is an option to take a six month (commencing usually on the first of July or January) at full salary, or a 12 month (usually starting July 1) at 85% of full salary (7.25.5-6). Research funding is available. Full benefits are available at this time. In some cases it is possible to take a six month sabbatical at 85% of pay after 3 years (7.25.11).

### **Applications**

A plan for a sabbatical must be submitted to the Chair of the Department by September 30 for a leave planned in the following year. The University Librarian (or Dean) must submit proposals to the Vice-President Academic and Provost by November 15, so that decisions may be rendered to applicants by December 15(7.25.3). Under certain circumstances, approved sabbaticals may be delayed for up to a year (7.25.4).

## Remuneration

There is an option to take a six month (commencing usually on the first of July or January) at full salary, or a 12 month (usually starting July 1) at 85% of full salary (7.25.5-6). Research funding is available. Full benefits are available at this time. In some cases it is possible to take a six month sabbatical at 85% of pay after 3 years.

## Reports

People must return for an entire year after their sabbatical, with few exceptions; one, being a one year study leave immediately after a sabbatical (to complete a PhD, for example) (7.25.9-10). A report must be submitted to the Dean/University Librarian within 1 month of their return, which details a full account of their professional and scholarly activities during this leave(7.25.9, 7.25.11).

## McGill University Library

There are two main sources of information on sabbatic leaves at McGill: the APO webpage [Procedures for Sabbatic Leave Applications](#), provides a checklist of steps, timeline for submission of relevant documents, as well as a listing of documentation. The [Regulations on Sabbatic Leaves for Tenure Track and Tenured Academic Staff](#) approved by the Senate and revised regularly by the University Senate Executive Committee - provide further detail on eligibility, duration, remuneration, purpose and scope of sabbatic leaves.

**Purpose** of sabbatic leave: "Through sabbatic leaves, the University provides eligible members of the academic staff with an opportunity to enhance their knowledge and ability to contribute to the future research and teaching activities of the University by devoting time to scholarly inquiry and writing, and/or the improvement of professional skills. Sabbatic leave may also be used by staff members to: i. obtain a fresh perspective on an old problem; ii. begin a new and promising line of research and scholarly activity; iii. enhance their knowledge of their subject, discipline, profession or professional practice in order to improve the performance of their academic duties. During a sabbatic leave, the requirement of availability for normal academic duties at the University is waived." ([Regulations](#), Section 1)

At McGill, librarians follow the same procedures as other academic staff. According to the [Schedule](#), they must submit the [Sabbatic Leave Application Form](#) by October 1 of the preceding year to their Chair, who must submit a recommendation/decision to their Dean by October 20, who makes recommendations to the Academic VP and Provost by November 15. If the decision is tending toward a negative, the applicant is informed by letter as of January 7th. Decisions are submitted by letter to applicants by January 31.

Academic staff are **eligible** after six years of credited service, and must have tenure ([Regulations](#), Section 2). They may apply for a twelve month month leave, two six month leaves in different years, or a single six month leave ([Regulations](#), Section 3). Salary and benefits are

to be paid in full during this time ([Regulations](#), Section 7). They must also return to their full duties for 12 months after their sabbatical, or repay the university for the salary and benefits. Deferrals may also be made under certain circumstances.

**Application:** Sabbatic leave plan details may be found in sections [4.2.1-4.2.2 of the regulations](#): “4.2.1 A staff member shall provide a clear and concise sabbatic plan that outlines the scholarly activities planned for the sabbatic leave and how the leave will conform to the purpose of sabbatic leaves as set out in section 1. In particular the sabbatic plan shall address: i. the academic goals or objectives planned for the sabbatic leave; ii. the significance of the work planned and its relevance to the staff member’s future academic duties, to the academic unit and/or the University; and iii. the anticipated outcomes of the proposed sabbatic leave.

4.2.2 The staff member shall also submit: i. a current curriculum vitae, including list of publications; ii. a statement of the location(s) where the sabbatic leave is to be taken; iii. letter(s) of invitation from the institution(s) the staff member plans to visit, if relevant; iv. a copy of the Sabbatic Leave Report submitted following the preceding sabbatic leave, where applicable”

Upon return, a Sabbatic Leave Report must be submitted to the Chair, with a copy to the Dean and the Provost within six months ([Regulations](#), Section 8): “This report shall describe the sabbatic experience in terms of its fulfillment of the Sabbatic Plan.” If two six month leaves are taken, two reports must be submitted.

## Memorial University

Librarians are members of the Memorial University of Newfoundland Faculty Association (MUNFA), with collective agreement as follows: <http://www.mun.ca/munfa/CA2014-2017.pdf>

### Types of leave

There are 2 types of research support/leaves outlined in the collective agreement:

1- SUPPORT FOR RESEARCH AND PROFESSIONAL DEVELOPMENT(Article 4.12): the purpose of which is to “pursue approved research projects or professional development opportunities without distraction”. This leave can be granted in terms of up to 4 weeks per year, and accumulated over 2 years for a maximum of 8 weeks. Written proposals are submitted to the University Librarian.

2- SABBATICAL LEAVE(Article 22.14): members are eligible for sabbatical leaves once tenure has been granted. In terms of duration

After 3 years: eligible for a 4 month leave (leave begins in 4th year)

After 6 years: eligible for 12 month leave (leave begins 7th year)

### Remuneration (Article 22.17)

It appears that generally compensation is at 80% salary, or, if there are further years of accumulated service between leaves, it may be up to 90%.

### **Application**

A written request is submitted 10 months prior to the anticipated leave:

([http://munfa.ca/wp/wp-content/uploads/2015/08/SABBATICAL\\_LEAVE.pdf](http://munfa.ca/wp/wp-content/uploads/2015/08/SABBATICAL_LEAVE.pdf)) (Article 22.21). The application must describe “the scope and aims of the proposed sabbatical activity and shall include a copy of the report of the last sabbatical referenced in Clause 22.31.”

### **Report**

Within 40 days of returning from a sabbatical leave, librarians must submit a written report to their Administrative Head “outlining the research, scholarship, creative or professional activity undertaken, and the outcomes of this activity.” (Article 22.31).

## **Penn State**

### **Summary**

Full policy here: <http://guru.psu.edu/policies/OHR/hr17.html> Documentation is available on the website, and is clearly linked to relevant documents and policies. There is also additional information on how the sabbatic leave is evaluated for promotion and pay incrementation purposes: <https://www.libraries.psu.edu/psul/policies/ulhr06.html>

### **Eligibility**

Librarians have academic faculty status, tenure, and are eligible for sabbaticals, according to the same policies as their non-librarian colleagues at the University, which is named [Policy HR17](#) Faculty and academic staff are eligible for a sabbatic leave “for purposes of intensive study or research which has as its outcome increasing the quality of the individual's future contribution to the University. A sabbatical is a privilege which may be granted to an individual who has demonstrated by publication, teaching, exhibition or performance an above average ability in scholarship, research, or other creative accomplishment.” ([Policy HR17](#)) Faculty are generally eligible after a minimum of six full-time years, but may apply the year before tenure is awarded. ([Eligibility and Conditions](#)).

### **Applications**

To apply for the sabbatic leave, people must fill out a form, with posted instructions [here](#). Essentially, once this form is filled in it is submitted to a supervisor, who approves it and sends it along to the Chair, and then to the Dean. It is then reviewed by the sabbatic leave committee, who then submit recommendations to the Dean. The Dean then sends these recommendations on to the “Executive Vice President and Provost of the University, who adds appropriate recommendations and forwards the sabbatical leave applications to the President of the University for final review and action.” One more note for librarians: “Sabbatical leave

applications of all University Libraries faculty must be accompanied by a recommendation from the campus chancellor to the Dean of the University Libraries.” ([Review Process](#))

### **Remuneration.**

People are allowed to take leaves of **varying lengths**, but no longer than one year. **Rate of pay** during the sabbatical **varies** depending on the length of leave. For example, the pay for a full year’s sabbatical is at 67% of full salary, whereas a 6 month sabbatical is 100%. For more information: <http://guru.psu.edu/policies/OHR/hr17.html#H>

### **Reports**

People returning from sabbatical are required to return to work for a full contract year after their sabbatical. They must submit a [Penn State Arrest and Conviction self-disclosure form](#) upon their return. They must also submit a **report**, which “should indicate how the experience improved the recipient’s capacity to serve the University. In general, the report is to be submitted within two months of the return from sabbatical leave.” ([Report of Work Accomplished](#))

## Queen’s University

Librarians are members of QUFA (Queen’s University Faculty Association), with collective agreement as follows:

<http://www.queensu.ca/facultyrelations/sites/webpublish.queensu.ca.frowwww/files/files/Final%20CA%202015-19%20for%20website%20%20Jan%2025%202016.pdf>

also of interest: <https://qulaweb.wordpress.com/academic-leaves/>

While Faculty members achieve “tenure”, the equivalent for Librarians is a “continuing appointment”. Librarians are nonetheless eligible for an “Academic Leave”, and follow the same Article in the collective agreement as Faculty (Article 33.1). The purpose of the academic leave is stated as follows: “Sabbatical leaves are provided to enable ASMs to engage in research, scholarship, creative or professional activities to foster their academic or professional effectiveness”

### **Remuneration (Article 33.1.2.8/9)**

Academic leaves may be up to 12 months, with 85% salary, though it is indicated that the leave is normally for 8 months. There is an opportunity for full salary compensation if A) the project is considered of exceptional interest to the library, or B) it is the first academic leave in the member’s career. It is possible for librarians and archivists to apply for shorter leave periods (max 4 months) for professional development purposes (salary at 100%). Application procedure for this type of leave appears to be the same as outlined below for the “Academic Leave” (i.e. a detailed plan with reference to the “objectives”).



### **Application Procedures (Article 33.1.3)**

Applications are submitted to the unit head, and constitute a “detailed and clear plan” and must address the overarching purpose of the leave (“Academic Leaves for Librarians and Archivists are also intended to serve the goals and objectives of the University by providing librarian and archivist Members with an opportunity to engage in scholarly and professional activities away from regular duties to maintain and enhance their professional effectiveness”). In their application, they also indicate level of remuneration expected, and identify any external funding they may seek.

### **Report and return to work**

Librarians must submit a written report to their unit head within 90 days upon their return to work. The report must outline their “accomplishments during the leave, relative to the plan submitted to the Unit Head.”

## University of Saskatchewan

Librarians at the University of Saskatchewan have faculty status and tenure. They are in the same bargaining unit as the rest of faculty on campus. Information about Sabbatical Leaves can be found in Article 20 of the [Faculty Association Collective Agreement](#) (2014-2017).

### **Summary**

Librarians have to submit a [sabbatical plan](#) that justifies and lays out the research planned for sabbatical. Upon return they have to complete a report describing what they accomplished in relation to the plan. They can request either 6 month or 1 year leave. Pay scale is affected by the length of sabbatical. Sabbaticals are usually accepted or deferred. Deferral can and does occur when too many librarians request sabbatical leave at the same time.

### **Purpose (section 20.1)**

Sabbatical leaves are intended for academic study, research, writing, and similar activities. Sabbatical leaves provide a means by which employees increase their knowledge, further their research, stimulate intellectual interests, strengthen their contacts with the world-wide community of scholars, thus enhancing their contribution to the University on their return. Employees on sabbatical leave are encouraged, but not required, to leave the University during part or all of their period of leave.

### **Eligibility (section 20.4)**

Criteria for Sabbatical Leaves. A sabbatical leave shall be recommended in all cases where the applicant is eligible for a sabbatical leave as specified in Article 20.5 (after six years of service at the University, other leaves of absence normally does not count as qualifying service), and has put forward a sabbatical leave project which, in light of the employee's past performance,

demonstrates, to the satisfaction of the Dean or College of Sabbatical Leave Committee, that the leave will be of sufficient benefit to the University and to the employee to justify its award. The benefits shall be judged in terms of: (i) research and scholarly work; or (ii) teaching; or (iii) clinical practice; or (iv) other work related to the applicant's University duties.

**Approving the leave (section 20.2)**

The Dean of each College shall determine which sabbatical leave applications are acceptable and which are not acceptable. The Dean may delegate this task to a College Sabbatical Leave Committee (composed of the Dean and three additional members).

**Allocation of leaves (section 20.6)**

The Dean may postpone for one year the sabbatical leave of an employee with an acceptable sabbatical leave project, if: (i) The number of acceptable applications in any College exceeds  $1/8$  x the number of tenured faculty. (ii) An adequate replacement cannot be found for an employee.

Such an employee shall have first claim on sabbatical leave in subsequent years. The year of postponement shall count as a year of qualifying service for the employee's next sabbatical leave.

**Remuneration (section 20.8)**

With the approval of the Dean, an employee may apply and be considered for a twelve-month sabbatical leave (at 90% salary) or a six-month sabbatical leave (at 100% salary) after five years of service in which case the employee shall be required to complete one additional year of qualifying service, beyond that specified in Article 20.5.1, before being eligible to apply for the next sabbatical leave. An individual on sabbatical leave shall be eligible for promotion or a special increase on the same basis as any other employee (section 20.10)

**Period of Leave (section 20.9)**

Full-year sabbatical leaves shall normally commence on July 1. Six-month sabbatical leaves shall normally commence on January 1 or July 1. An employee may arrange the period of the sabbatical leave at other dates, subject to the approval of the Dean.

**Appeal Process (section 20.3)**

A Sabbatical Leave Appeal Committee shall be established each year to consider and determine all appeals from employees whose applications for sabbatical leave were determined to be not acceptable or whose applications for a sabbatical leave research grant (Article 20.11) were denied. Employees applying in the current year for sabbatical leave shall not be eligible for service on the Sabbatical Leave Appeal Committee.

**Responsibilities of Sabbatical Leave Recipients (section 20.7)**

Someone who takes a sabbatical leave is expected to return to service at the University for a period equivalent to the duration of the sabbatical leave. A report on the work done related to the sabbatical project shall be submitted by the employee to the Dean or Committee not later than three months after the end of the sabbatical leave.

## University of Toronto

Librarians like faculty, with an appointment of 50% or more, are eligible to apply for a 12-month Research & Study leave at 82.5% salary or a six month leave at 100% of salary after six years of University service. This leave normally begins July 1, and it is subject to the approval by a Division Head.

Following a first leave as described above, you are also eligible to apply for a Research & Study leave of six months at 82.5% of salary after every three years of service. These leaves may begin January 1 or July 1, and are subject to approval by one's Division Head.

Effective July 1, 2013, librarians are eligible for 90% salary for their first 12 month Research and Study Leave for the first research leave following a successful permanent status review and promotion to Librarian III.

According to Article 4a of the Memorandum of Agreement between The Governing Council of the University of Toronto and the University of Toronto Faculty Association, a research and study leave shall not be unreasonably denied. A research and study leave can also be deferred for up to one year and this too cannot be unreasonably denied. Research leave allowance may also be paid in part as a research grant. To apply for a research leave, librarians apply in writing to the library equivalent of a chair, dean or principal no later than October 31 of the academic year preceding. Requests for research leave may be withdrawn up to three months prior to the academic year in which the leave is to be taken. Afterwards, they can be withdrawn only with the consent of the appropriate University authority. This consent shall not be unreasonably denied, particularly in cases where the circumstances are beyond the control of the individual