

Application for Sabbatical or Difference in Pay Leave¹

This application is to be completed by the applicant and forwarded to Human Resources by the date specified in the Academic Personnel Calendar.

Faculty Name: _____ Academic Rank: _____

Department: _____ CSUMB Initial Employment Date: _____

Last Leave With Pay: _____ Term(s): _____

1. Please indicate the duration and type of leave request for **academic year**: _____

Sabbatical Leave¹

Full-time faculty members shall be eligible for a sabbatical leave if they have served full-time at CSU Monterey Bay for six (6) years in the seven (7) year period preceding the leave. To be eligible for a subsequent sabbatical leave, full-time faculty members must have served at least six (6) years after any previous sabbatical or difference in pay leave. Note that 12-month faculty will be converted to academic year salary schedule.

- Sabbatical Leave for one semester at full pay. Fall Spring
- Sabbatical Leave for entire academic year at one-half pay.
- Sabbatical Leave split over the next two (2) academic years at one-half pay for two (2) semesters.

List semesters: _____

- Sabbatical Leave for 12-month faculty (select duration and list specific months requested)
- Four (4) months at full pay. List months: _____
- Eight (8) months at one-half pay. List months: _____

Difference in Pay Leave¹

Full-time faculty members shall be eligible for a different in pay leave if they have served full-time at CSU Monterey Bay for six (6) years in the seven (7) year period preceding the leave. To be eligible for a subsequent difference in pay leave, full-time faculty members must have served at least three (3) years after any previous sabbatical or difference in pay leave.

- Difference in Pay Leave for one semester. Fall Spring
- Difference in Pay Leave for entire academic year.
- Difference in Pay Leave split over the next two (2) academic years.

List semesters: _____

- 10-month Librarian – To be compensated at the difference between my salary and minimum salary of the 10-month Assistant Librarian rank
- List months: _____
- 12-month faculty – To be compensated at the difference between my salary and minimum salary of the 12-month instructor/Assistant Librarian rank
- List months: _____

2. In support of this application, please attach the following information:
 - a) A statement of the purpose for the leave, including an explanation of the resulting benefits which will accrue to the University and its students (not to exceed two pages);
 - b) A description of the proposed leave and the CSUMB resources, if any, necessary to complete the project (not to exceed two pages);
 - c) A current curriculum vita citing information relative to the proposed leave (not to exceed two pages).

3. Please answer the following questions if you have applied for a grant, other financial assistance, or related employment for your proposal. If you have not applied for a grant, other financial assistance, or related employment, please initial here _____ and skip to #4.
 - a) Describe how the funds will be used: _____
 - b) Has the grant or other assistance been awarded? Yes No
 - i. If no, when will an award be announced? _____
 - ii. If not awarded, how will the proposal be affected? _____

4. I agree to return to the service of the California State University and render at least one (1) term of service for each term of leave. Pursuant to the requirements of Articles 27.9 or 28.11 of the CSU-CFA Collective Bargaining Agreement, I agree to sign a promissory note (the value of which is at least equal to the amount of salary to be paid during the sabbatical leave or difference-in-pay leave) as evidence of my capacity to indemnify the State of California against loss in the event of failure to fulfill this agreement. Initial: _____

5. I recognize that this leave, if granted, will be pursuant to Article 27 (Sabbatical Leaves) or Article 28 (Different in Pay Leaves) of the CSU-CFA Collective Bargaining Agreement and the CSUMB Sabbatical Leave Policy or Difference in Pay Leave Policy. I agree to abide by the terms of the CSU-CFA Collective Bargaining Agreement and the CSUMB policies and procedures referred to therein should this application be approved. Initial: _____
I declare, under penalty of perjury, that the portions of the application I have completed are true and correct.

Signature

Date

¹A faculty unit employee on Sabbatical or Difference in Pay Leave shall not accept additional and/or outside employment without prior approval of the President (per Article 27.18 and 28.14 of the CSU-CFA Collective Bargaining Agreement).

Retirement credit in the California Public Employees' Retirement System (CalPERS) for faculty on Sabbatical or Difference in Pay Leave may be influenced by the leave. Faculty on leave at full salary receive full retirement credit. Faculty on Sabbatical Leave at one-half pay or Difference in Pay Leave do not receive full retirement credit for the period of leave, but have the opportunity to "buy back" the lost retirement credit upon return from the leave. **For further information, please contact the Benefits Program Specialist in University Personnel or refer to the "Service Credit Purchase Options (PUB 12)" publication which is available on CalPERS website (www.calpers.ca.gov).**