

Faculty Sabbatical Leave Process

Initiate a leave of absence form for any faculty members who will be taking sabbatical leave during the academic year, calendar year, or semester. *Please ensure that the faculty member is eligible for sabbatical leave prior to the form submission. The policy and guidelines for faculty sabbatical leave are outlined in the following section of the Faculty Handbook: <https://www.bu.edu/handbook/leaves-absences/sabbaticals-and-leaves-of-absence/>

Sabbatical Leave Form Process

- Select the **Effective Date**
- Select the **Leave Type**, Leave of Absence Paid, or Leave of Absence at Half Pay
- Select the appropriate **Action Reason**, Sabbatical Half Pay, or Sabbatical Full Pay
- Select the **Expected Return Date**

*Please note, faculty members who are not eligible for sabbatical leave due to their rank, or not having completed 12 semesters of full-time service, can be placed on an academic leave of absence with or without pay, if approved by their school/college dean. Please select the Action Reason **Academic LOA** for this leave type.

Date Reminders

- Sabbatical for the Academic Year, at half salary (on accrual/not on accrual): **July 1-June 30**
- Fall Semester Sabbatical, at full salary (on accrual/not on accrual): **July 1-December 31**
- Spring Semester Sabbatical, at full salary (on accrual/not on accrual): **January 1-June 30**
- Calendar Year Sabbatical, at half salary (on accrual): **January 1-December 31**. *Please note, the faculty member must be removed from accrual effective July 1st in the prior year and placed on a 12 month assignment duration/8 hr-5 day work schedule. The faculty member will be eligible to be reinstated onto accrual effective July 1st.
- Calendar Year Sabbatical, at half salary (not on accrual): **January 1-December 31**