

# AcademicHRBulletin

Keeping You Informed of Academic Personnel Practices and Institutional Policies.  
Issue #1, December 1, 2010

## Topic: Paid Professional Leave

### What is Paid Professional Leave (PLP)?

The University of Washington is committed to the scholarship and professional development of members of the faculty and thereby enhancing their capacity for service to the University. Paid Professional Leave (PLP), also known as a sabbatical, is an opportunity and a privilege normally granted to those of professorial rank to afford them time outside the UW for study, investigation, and research.

### Who Is Eligible?

A faculty member, fully or partially tenured, is eligible to be considered for PLP in their seventh year of service to the University or in the seventh year after return from a previous professional leave. Assistant Professors **are not** eligible for paid professional leave until they have been reviewed and approved for promotion/tenure.

**Please Note When Calculating Years of Service:** Only quarters in which a faculty member has worked more than 50% FTE can be counted towards his/her years of service. Any quarters with less than a 50% FTE cannot be counted towards total years of service.

### When Can I Apply?

Applications for PLP should be submitted at least nine months in advance of the date of the proposed leave. Please check with your Dean's/Chancellor's office for the specific due dates in your area. PLP is awarded to coincide with the normal academic quarter dates as listed below:

- Autumn quarter - 9/16 - 12/15
- Winter quarter - 12/16 - 3/15
- Spring quarter - 3/16 - 6/15
- Summer quarter - 6/16 - 9/15 ( 12 month faculty)

For the PLP form and further instructions please click on the following link:  
[http://www.washington.edu/admin/acadpers/admin/paidprof\\_leave.html](http://www.washington.edu/admin/acadpers/admin/paidprof_leave.html)

### How Much of My Salary is Covered While I Am on PLP?

The School/College/Campus will generally provide salary as follows:

- 100% salary for a leave of one quarter
- 75% salary for a leave of two quarters
- 67% salary for a leave of three quarters (or four quarters for faculty members with a 12 month service period.)

Salary covered for faculty members who are either partially tenured or part time will be pro-rated based on their individual FTE or tenure percentage.

### Can I Supplement Salary Not Covered by UW PLP?

If a faculty member secures outside grant support, which is designated

for salary purposes, such funds may be applied to increase the salary up to the full appointment percent of FTE with a maximum of 100% and if desired, reduce the unit's contribution to the PLP. Salary coverage cannot be supplemented with state funds.

### If I Am Approved for PLP and Want to Cancel or Change Dates, What is the Process?

If a faculty member requests to change the dates of their PLP, s/he will need to submit a new form reflecting the change in dates for the PLP. If a faculty member is requesting to cancel their PLP, an email or letter notifying their Dean's/Chancellor's Office and Academic HR is required.

### What are the Next Steps After My PLP is Complete?

Upon return from PLP, a **summary of the leave activities** should be mailed to the Provost at [acadpers@washington.edu](mailto:acadpers@washington.edu). This should include a **statement of evidence** of the faculty member's productivity in scholarly or creative work and brief review of their professional activities. A statement regarding the **value** of the faculty member's project in terms of benefit to the UW is also required.

A faculty member must return and work for the University for the period of one year following completion of the professional leave.