

ISU Leave Policies Overview

Illinois State University Sabbatical and Leave Policies

Introduction and Overview
Chairs Handbook 2016-2017



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ISU Leave Policies Overview

Sabbaticals

- Policy 3.2.8: Eligibility requirements
- At least 5 years of service at ISU
- No more than once in 7 years



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Sabbaticals

- Policy 3.2.8: Proposal requirements:
 - Description (purpose, schedule, outcomes)
 - Contribution to employee's welfare
 - Significance to University, College, and programmatic goals
 - Contribution to University stature
 - Vita
 - Previous sabbatical report (if any)




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Sabbaticals

- Timeline:
 - Faculty submit Proposal with PERS 917 to Department/School: **Sep 15**
 - Department/School approval/prioritization to College
 - College priority rankings to Provost: **Oct 15**
 - Provost notification: **Last week of classes**




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Leaves of Absence

- Policy 3.2.9: Use PERS 917
- Submitted at any time
- Faculty member should contact HR to understand benefits implications
- Details depend on nature of leave
- Partial unpaid leave possible to support fellowships (e.g., Fulbright)
- Limit: 2 consecutive years unpaid leave




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Sabbaticals and Other Leaves: Budgetary Issues

- Sabbaticals capped at one per 25 academic employees
- One-semester sabbaticals: 100% salary, no replacement funding
- One-year sabbaticals: 50% salary, unit receives variance
- Unpaid leave: Percentage can vary, unit receives variance



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Mentoring Compelling Sabbatical Proposals

- College rankings are important
- Help faculty describe positive impact for University as well as themselves
- Provide model proposals and feedback on drafts
- Encourage planning and coordination



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