Sabbatical Leave Policy

I. Purpose

The purpose of this Policy is to provide an opportunity for senior faculty members to engage in scholarly, creative, professional, research, or other academic activities that will enhance the faculty member’s further contributions to Albert Einstein College of Medicine (“Einstein” or “College of Medicine”).

II. Scope

Sabbatical leave privileges apply to individuals at the rank of Associate Professor or above and may be granted to senior faculty members on the payroll of the College of Medicine in every seventh year of their continuous full-time service as faculty of the College of Medicine.

III. Policy

A request for a sabbatical leave may be postponed by the faculty member. Usually at least six years of fulltime service must separate successive leaves. The period of service is to be calculated from the time of first appointment to the faculty with a minimum rank of Instructor. Compensation from Einstein (derived from all sources) during the sabbatical leave is either at the rate of the full annual salary for a six month leave or at the rate of half the annual salary for a twelve month leave. In the latter case, the faculty member may apply for and may receive extramural support designated specifically for the sabbatical leave to bring his total compensation to a level not to exceed the full annual salary. Salary arrangements are to be approved by the Department Chair, Associate Dean for Finance and Administration, and the Executive Dean. Full fringe benefits, including medical benefits, continue during sabbatical leave.

Sabbatical leave may not be used to assume another full-time paid position elsewhere. In order to fulfill the purpose of sabbatical leave, it is expected that the recipient will continue his/her services at the College of Medicine following the completion of sabbatical leave. This expectation would be waived only for reasons of health, disability, or other unusual circumstances.

Sabbatical leave is granted only after consultation with and approval by the Chair of the department in which the faculty member holds a primary appointment. Granting of sabbatical leave is predicated also upon the ability of the department to provide clinical, teaching, research, administrative, and other activities usually performed by the faculty member. Final approval for sabbatical leave is required in writing from the Dean.

After twelve or more years of continuous service without a sabbatical leave, a faculty member may request the Chair and the Dean to approve twelve months of sabbatical leave at full annual salary. Such requests will be approved only under special circumstances. All the requirements noted above continue to apply. In the case of individuals granted a sabbatical leave and receiving their salary from a grant, effort
should be made to continue the grant salary during the sabbatical leave, particularly in instances where
the leave is to be spent in research activities supported by the grant. In all cases, salary to be paid by
Einstein during sabbatical leave is the responsibility of and is to be budgeted by the department in which
the faculty member holds primary appointment.

No compensation is to be paid in lieu of taking a sabbatical leave. The College of Medicine assumes no
responsibility for salary or other expenses for a faculty member in the employ of an affiliated institution
who may be eligible for a sabbatical leave, as per the policy of that institution. Notification of the
approval of such sabbatical leave should nevertheless be made promptly to the Dean by the Chair.

III.A. Procedure

The completed application should be forwarded to the Chair of your department for approval at least 3
months prior to the commencement of the sabbatical leave. The Chair should submit this application to
the Office of Academic Appointments for distribution to the Dean’s Office. After final action is taken the
Chair of the applicant’s department will be advised in writing of the decision.

IV. Definitions

None.

V. Effective Date

Effective as of: 27 July 2018

VI. Policy Management and Responsibilities

The Responsible Office under this Policy is the Office of the Dean. The Responsible Executive and the
Responsible Officer under this Policy are Einstein's Dean.

VII. Approved (or Revised)

[Signature]

Responsible Executive

Date: 8/18/18