

## XXX. SABBATICAL LEAVE FOR RESEARCH SCIENCE STAFF

### Policy

Sabbatical leave is available for research science staff (as defined by AURA policy B-III). It is to be used for pursuits that cannot be accomplished in regular employment status and may be granted to increase the individual's effectiveness and efficiency for greater service to the organization. Sabbatical leave is not regarded as an extension of, or an increase in, vacation, nor is it intended for increased financial advantage, or as a reward for years of service. In general, sabbatical leave shall be for:

- a. Study, research and/or professional writing;
- b. Travel, as approved by the Center Director.

#### 1. Eligibility and Frequency of Leave

Sabbatical leave may be granted after six (6) years of service and no more often than seven (7) years subsequent to the commencement of the last sabbatical.

#### 2. Duration of Leave and Salary

- a. At the option of the employee, leave may be for one year at 1/2 salary, or one-half year or less at full salary.
- b. An absence of less than 1/2 year will not change the employee's eligibility for subsequent sabbatical leaves.
- c. An employee may combine sabbatical leave with a foundation or other grant made either to the employee or to AURA on behalf of the employee. For example, an employee may arrange a full year's leave of absence, of which 1/2 year could be sabbatical leave with full salary from AURA, and the other 1/2 year could be leave of absence without salary, as far as AURA is concerned, but with payments being available under the foundation or other grant, either directly to the employee, or through AURA.

#### 3. Approval Requirement

Approval may be granted by the Center Director. The Center Director will designate other approvals within the Center as may be required. The Center Director will report individuals on sabbatical the Center's Management Council no less frequently than annually. Availability of sabbatical leave may be limited by the Center's financial constraints and/or work requirements.

#### 4. Obligation to Return

The employee is expected to return and serve for a period equal to the time away, but in no case less than six months. A written report of activities and accomplishments during the Sabbatical Leave shall be submitted to the Center Director, or his/her designee, upon return to the AURA Center.

5. Failure to Return After Sabbatical Leave

In the event a staff member fails to return to his/her regular Center position, the employee will be terminated, unless extenuating circumstances warrant a special consideration and decision by the Center Director. AURA reserves the right to recover all sabbatical pay and insurance premiums paid on the behalf of the sabbatical status employee in the event he/she fails to return.

6. Benefits

Benefits will accrue while on sabbatical leave.