

UCR Guideline for an Automatic Approval of Requests to Exceed the Sabbatical Credit Threshold Due to the Impact of the COVID-19 Pandemic

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Policy Reference: [APM 740, Sabbatical Leaves](#)

Background. In recognition that the COVID-19 pandemic impaired faculty sabbatical plans during AY19-20 and AY20-21, we are granting a limited automatic approval of requests to exceed the maximum sabbatical threshold limit of thirty (30) for all academic-year faculty and forty (40) for all fiscal-year faculty to which that maximum threshold applies.

Exception to Policy AY19-20 and AY20-21. APM 740-16(a) states “The maximum number of credits which may be accrued is equal to the number of credits required for a maximum sabbatical leave plus one (1) year of credit. For academic-year appointees, the maximum accrual is thirty (30) quarters and for fiscal-year appointees the maximum accrual is forty (40) quarters.” The exception to policy provides a limited automatic approval of requests to exceed the thresholds. Any faculty member that reached the sabbatical threshold limit of thirty (30) for academic-year appointees and forty (40) for fiscal-year appointees during AY19-20 or AY20-21 and was unable to take a sabbatical during these years because of COVID-19 pandemic is automatically approved for exceeding the threshold limit. This policy allows academic-year faculty members to accrue *up to* six (6) additional sabbatical credits beyond 30 and fiscal-year faculty members to accrue *up to* eight (8) additional sabbatical credits beyond 40. All other APM 740-16 restrictions remain in effect.

Three *illustrative* examples, which are not exhaustive of all cases, are included below, to clarify what the policy affords.

Example 1. An academic-year faculty member reached thirty (30) accrued sabbatical credits at the end of spring 2019 but was unable to take a sabbatical during AY19-20 or AY20-21 due to COVID-19 pandemic, the faculty member is automatically approved to earn six (6) additional sabbatical credits, provided they have maintained good standing, which would bring their total earned credits to thirty-six (36).

For a fiscal-year faculty, if the appointee reached forty (40) accrued sabbatical credits at the end of spring 2019 but was unable to take a sabbatical between summer 2019 and summer 2021 due to COVID-19 pandemic, the faculty member is automatically approved to earn eight (8) additional sabbatical credits, provided they have maintained good standing, which would bring their total earned credits to forty-eight (48).

Example 2. An academic-year faculty member reached thirty (30) accrued sabbatical credits at the end of winter 2020 but was unable to take a sabbatical during spring 2020 or AY20-21 due to COVID-19 pandemic, the faculty member is automatically approved to earn four (4) additional sabbatical credits, provided they have maintained good standing, which would bring their total earned credits to thirty-four (34).

For a fiscal-year faculty, if the appointee reached forty (40) accrued sabbatical credits at the end of winter 2020 but was unable to take a sabbatical between spring 2020 and summer 2021 due to COVID-19 pandemic, the faculty member is automatically approved to earn six (6) additional sabbatical credits, provided they have maintained good standing, which would bring their total earned credits to forty-six (46).

Example 3. An academic-year faculty member reached thirty (30) accrued sabbatical credits at the end of fall 2020 but was unable to take a sabbatical during winter 2021 or spring 2021 due to COVID-19 pandemic, the faculty member is automatically approved to earn two (2) additional sabbatical credits provided they have maintained good standing, which would bring their total earned credits to thirty-two (32).

For a fiscal-year faculty, if the appointee reached forty (40) accrued sabbatical credits at the end of fall 2020 but was unable to take a sabbatical between winter 2021 and summer 2021 due to COVID-19 pandemic, the faculty member is automatically approved to earn three (3) additional sabbatical credits, provided they have maintained good standing, which would bring their total earned credits to forty-three (43).

Faculty members who are eligible for this exception are encouraged to discuss this with their Department Chair or Dean.

It remains the department's and dean's offices responsibility to track sabbatical credit accruals and usage.

For questions, please send an email to academicpersonnel@ucr.edu.