Scholarly Leaves of Absence

The two main types of leaves of absence available to the faculty of the University of Pennsylvania are scholarly leave and leave for employment elsewhere. This document is designed as an overview of the scholarly leave program. Information on the University’s leave of absence programs may be found in the University Faculty Handbook: http://provost.upenn.edu/uploads/media_items/ii-e-2-faculty-leaves-of-absence.original.pdf

In general, faculty members accrue leave of absence credits at the rate of one credit per semester. Faculty members do not earn leave credits during any leave of absence. The maximum number of leave credits that may be accrued is 24 credits. When the maximum accrual is reached, no new credits are earned until some or all of the 24 credits are used. The rate of compensation for leaves of absence is as follows:

- 6 credits = 1 semester at ½ pay
- 12 credits = 1 semester at full pay or one year at ½ pay
- 18 credits = 1 semester at full pay and one semester at ½ pay
- 24 credits = 1 year at full pay

The rate of pay is based on the academic base salary; summer research ninths are not included in the calculation. Faculty members must return to the university following a paid leave of absence, with the exception of faculty members who retire at the conclusion of their leave. In general, faculty members may not take a paid scholarly leave of absence prior to the granting of tenure.

Unless a faculty member is on leave for the full academic year, he/she will have teaching obligations during the year. Faculty members who take one semester of leave are obligated to teach one-half of their normal course-load; prior teaching overloads (unless for extra compensation) may be an option to reduce or eliminate teaching in these circumstances.

Faculty members should plan ahead for any type of leave of absence. It is expected that a faculty member will discuss their plans with his or her department chair at least six months in advance of the academic year in which he/she wishes to take a leave.

A scholarly leave is requested with a form (attached) as well as a memorandum (one to two pages) which describes, in reasonable detail, the faculty member’s plans for the leave, (e.g., travel to conduct research with co-authors, gather data, staying in residence to complete a book). The form and memorandum are then given to the department chair. Once the chair has approved the leave, the materials are sent to Office of Faculty Administration for review and approval by the deputy dean. If approved by the deputy dean, the request is submitted for provost-level approval at a Provost’s Staff Conference Subcommittee (PSCS) meeting.

Questions about the leave of absence policies and procedures, as well as questions about scholarly leave of absence credit balances, should be directed to Ann Perch, Director of Faculty Administration.
NATURE OF PROPOSED ACTION: (To be completed at the School level with full description as action should be minuted)

Type of Leave Requested: Scholarly Employment elsewhere Other (state purpose):

Leave Requested from to with salary without salary

Previous Leaves from to with salary without salary

Salary Requested During Leave:

To Be Paid During: Amount Requested: Total Sources Paid Through University

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Full Salary</th>
<th>Leave Budget</th>
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</thead>
<tbody>
<tr>
<td>Fall Term</td>
<td>One-half salary</td>
<td>Grant or Contract</td>
</tr>
</tbody>
</table>
| Spring Term | None | |%
| Other | Partial | (Other) |%

Benefits Coverage:

- I request my benefits to be continued with Retirement University contribution Yes No
- Medical Yes No
- Dental Yes No
- I have made other arrangements to continue Life Insurance Yes No
- Other Yes No

Main Objective of Leave: (Please attach letter detailing request)

(Applicant’s Signature) (Date)

CHAIRMAN’S RECOMMENDATION AND SCHOOL ACTION:

Leave replacement needed (list courses)

Date: Approved

(Chairman’s Signature)

Comments:

(Dean’s Signature)

PSC ACTION TAKEN: Date of Provost’s Staff Conference: Approved Not Approved Conditionally Approved Comments: