

INTERIM SABBATICAL PROCEDURES AND GUIDELINES

This document is intended to support the Sabbatical Policy and must be read in conjunction therewith.

1. Reasonable Notice and Minimum Periods of Sabbatical

Every Faculty shall determine a reasonable notice period, which applicants for sabbatical must comply with, to facilitate planning and mitigate undue disruption to the delivery of the academic mandate. This must be communicated to staff in the faculty.

Faculties are also expected to determine the minimum period of sabbatical that may be granted provided it is not less than 22 working days.

2. Application Process

2.1. Application For Sabbatical Leave Form

An **Applicant** for sabbatical leave must complete an Application for Sabbatical Leave Form available on the Human Resources and Equity Website and submit it within the timeframes referred to above, with supporting documents to his/her Head of School or Line Manager for consideration and recommendation to the Dean of the Faculty. The application must include the following:

2.1.1. Applicants Details

2.1.2. Details of Sabbatical Leave Balance and previous Sabbatical Leave granted

2.1.3. Details of Travel Assistance Grant being applied for if applicable

2.1.4. Applicants Personal Development Plan (PDP)

2.1.5. Detailed Motivation (Appendix B)

2.1.5.1. Performance at the norm

Applicants are expected to motivate regarding their current performance at the relevant academic level. To be eligible for sabbatical leave the applicant must be performing at or above the expected norm. This will be verified by Head of School or Line Manager.

2.1.5.2. Outcomes from Past Sabbatical

Applicants must motivate regarding the outcomes of their past sabbatical leave in terms of its benefits to their professional development or advancement e.g. publications or additional qualifications, as well as benefits accruing to the University e.g. new courses, revised courses, international collaboration, exhibitions and productions. Sabbatical leave may be denied where previous sabbatical leave did not result in the desired outcomes.

2.1.5.3. Proposed Sabbatical

Applicants are expected to provide details and motivate regarding the research / teaching / study or other programme to be undertaken during the proposed sabbatical. The applicant must specify the potential benefits to him/her and to the University. The applicant must state the names of institutions and/or individuals to be visited and the duration of such visits. All supporting documents including invitation letters etc must be appended.

2.1.6. Sabbatical Leave Proposal (Appendix B)

All applications for sabbatical must be accompanied by a detailed Sabbatical Proposal or Plan. The Plan must be specific, measurable, achievable, realistic and time bound. It shall include detailed objectives, indicators, outcomes and time-frames. The Sabbatical Report which is submitted after the conclusion of Sabbatical leave is based on this proposal/plan.

2.2. Head of School /Line Manager to consider application and forward recommendations to the Dean of Faculty. Head of School or Line Manager to confirm that applicant is performing at or above the norm for the relevant academic level. The Head of School or Line Manager should also confirm the arrangements that have been made to meet the staff member's teaching, postgraduate supervision and administrative obligations during his/her absence.

2.3. Dean of Faculty to consider application and recommendation of Head of School /Line Manager and forward further recommendations to the relevant Executive member.

2.4. Relevant Executive member to consider application and recommendations of Head of School/Line Manager and Dean of Faculty and make final decision. If application is not approved, relevant Executive member to advise Dean and line manager. Applicant to be advised in writing and counseled as appropriate by Line Manager and/or Dean. All documents, including copies of letters sent to successful and unsuccessful applicants, to be sent to the Benefits Section, Division of Human Resources and Equity for filing in the Staff member's personal file and processing if approved.

2.5. Benefits Section to thereafter send further letter to successful applicant confirming outcome of application, Sabbatical Leave Grant and terms and conditions attached to granting of Sabbatical Leave.

3. Sabbatical Leave Travel Assistance Grant

Academic Staff whose application for Sabbatical Leave has been approved and who are eligible for a Sabbatical Leave Travel Assistance Grant in terms of the Sabbatical Leave Policy, may request payment not more than three months prior to the commencement of the period of sabbatical leave.

4. Sabbatical Leave Report

4.1 Staff Member

A Sabbatical Leave Report must be submitted by the staff member to his/her Line Manager within one month of the end date of the sabbatical leave period. The report shall be based on the Sabbatical Proposal (Appendix B).

4.2. Line Manager

Line Manager to confirm the staff member's claims in the Sabbatical Leave Report and submit it to the Dean and the relevant Executive member with detailed comments.

4.3. Relevant Executive member

Final decision as to whether the report is satisfactory and meets agreed outcomes will vest in the relevant Executive member. Where agreed outcomes have not been met, staff member will be permitted to provide an explanation. If outcomes are not met and there is no reasonable explanation, the staff member will be expected to forfeit Sabbatical/Annual Leave as per policy and, where the staff member was also in receipt of a Sabbatical Leave Assistance Grant, all or part of the grant will have to be refunded to the University in the discretion of the relevant Executive member. If all or some of outcomes are not met and a satisfactory reason is provided, the Executive member will determine the number of days to be forfeited. The Executive member to ensure outcome is communicated to staff member.

4.4. Benefits Section, Division of Human Resources & Equity

Relevant Executive member to provide the Benefits Section with copies of all correspondence as well as outcome of the Sabbatical. This will be filed in the Staff member's personal file. The Benefits Section will process forfeiture of leave or refunds of travel assistance grant.