



Part 10 – Faculty Leaves

[See Also 1-1-309 Faculty Leaves.]

2-3-1001 Sabbatical Leave

2-3-1001(1) Purpose:

The sabbatical leave program at the University is designed to provide an opportunity for faculty growth and renewal and must be for the manifest, demonstrable benefit of the University in the promotion of teaching and scholarship. The purpose of sabbatical leave is to enhance professional growth, knowledge in the discipline, students' educational experience, and the University's reputation.

2-3-1001(2) Sabbatical Leave Eligibility. [See also 3-3-1001(2) Term Faculty Considerations Agreement Addendum.]

Tenured and tenure-track faculty members, including librarians holding faculty appointments, shall be eligible for sabbatical leave consideration during the sixth year of full-time service to the University, i.e., eligibility occurs in the sixth year for leaves to be taken in the seventh, or in a subsequent year. Faculty members hired and continuously employed on term contracts will not be eligible for sabbatical leave consideration. Part-time tenured faculty members as defined in Title 2, Article 3, Part 2 Faculty: Definition and Contracts, and Title 2, Article 3, Part 4, Faculty Responsibilities and Conditions of Employment, 2-3-401, Faculty Workload will receive prorated credit toward their sabbatical leave eligibility in proportion to their FTE assignments, e.g., two semesters at .50 FTE will be counted as one semester of time-in-service. Only tenured faculty members are eligible to take a sabbatical leave. Exempt administrators who have faculty status are not eligible for sabbatical leave nor do they accumulate time-in-service toward sabbatical leave, but may be eligible for administrative leave (see 2-2-307).

Eligibility for sabbatical leave consideration shall be counted from a) the beginning of the first full academic year of the faculty member's employment,

or b) the beginning of the academic year following the completion of a previous sabbatical leave, or c) the date established according to the postponement provisions in 2-3-1001(5), Approval Procedures. Full-time service during an academic year, including paid sick and disability leaves, will count as one year toward time-in-service for sabbatical leave eligibility and a semester of full-time service will count as a half year toward time-in-service for sabbatical leave eligibility. Employment beyond the academic year, unless specified by contract, shall not count as time-in-service. Time spent in leave-without-pay shall not count as time-in-service.

If time spent in leave-without-pay is for the purpose of enhancing teaching, scholarship, or research, a request may be made to the department chair/school director and to the appropriate dean that the leave count as time-in-service for a sabbatical leave. This request must be part of the leave-without-pay application and must have the approval of the department chair/school director and the dean prior to the commencement of the leave.

2-3-1001(3) Appropriate Use of Sabbatical Leaves.

[See also 3-3-1001(1) Sabbatical Proposals].

The activities undertaken during sabbatical leave must be related to the individual's on-campus responsibilities. The proposal must specify the effect on professional growth, development of knowledge in the discipline, influence on the students' educational experience, and the enhancement of the University's reputation. Once the goals and plan are approved, the faculty member is obligated to fulfill them, unless amended [See also 2-3-1001(5) Approval Procedures].

(a) Examples of acceptable sabbatical proposals include, but are not limited to:

- (I) The pursuit of research or study at an institution of higher education or similar entity where improvement of oneself as a teacher-scholar is the focus.
- (II) The pursuit of research projects or creative endeavors within a faculty member's specialty to advance knowledge; improve the "state of the art," or to produce material for publication.
- (III) The acquisition of practical experience that will directly enhance the individual's capacity to meet University

responsibilities.

- (IV) The pursuit of special studies or projects for the purpose of expanding institutional-related services beyond the faculty member's obligations.

(b) Examples of unacceptable sabbatical proposals include, but are not limited to:

- (I) Study at an institution of higher education, the primary purpose of which is to gain a degree in an area or discipline not related to current University responsibilities.
- (III) Travel that is not directly related to University responsibilities. (A significant distinction is made herein between travel to improve oneself as a teacher-scholar and travel in and of itself.)
- (III) Any sabbatical request within the faculty member's current obligations to the University. (Examples include rewriting of course materials, course development, and the like.)
- (IV) Activities or research not related to current University responsibilities.

2-3-1001(4) Restrictions.

- (a) A sabbatical leave may not be terminal leave and may not be taken in the last year of service to the University. In accepting a sabbatical leave, the faculty member shall agree to return to the University for at least the full-time equivalent of one academic year immediately thereafter. When the faculty member terminates their employment at the University within one academic year immediately after leave, the faculty member shall refund the sabbatical remuneration (including salary and benefits) to the University. In the case of permanent disability or death prohibiting the return to service, neither the individual nor the heirs shall be obligated to refund any part of the paid leave or benefits.
- (b) Leaves may be requested only for fall and/or spring semesters. However, summer term may be considered as a semester for University Libraries faculty sabbaticals.
- (c) A sabbatical leave may not immediately precede or follow an unpaid leave of absence unless recommended by the dean and approved by

the CAO.

- (d) The appropriate dean and department chair/school director will insure that student academic programs will not be unduly disrupted by the granting of sabbatical.
- (e) Except as provided under 2-3-1001(6) Compensation, sabbatical leave shall not be used as a means of augmenting personal income.

2-3-1001(5) Approval Procedures.

Approval of a leave request will be based upon the merits of the proposal communicated by the specific goals and plan for achievement outlined in the proposal.

- (a) Sabbatical Proposal Submission. Individual sabbatical leave proposals shall first be submitted to the department chair/school director, who will then call a meeting of the faculty. (See 3-3-1001(1) Sabbatical Leave Application Procedures.) After due consideration, this group will either recommend approval or disapproval of the proposal based on protocols developed by the department/school faculty in consultation with the chair/director and approved by the dean. This decision shall be based upon the merits of the proposal according to the standards of the academic discipline as well as resource and/ or staffing issues.
- (b) Proposals recommended by the faculty for approval will be forwarded to the department chair/school director who will make recommendations based upon the merits of the proposal according to the standards of the academic discipline as well as resource and/or staffing issues. Proposals not approved by the faculty for reasons of academic merit are disapproved and go no further in the process except for reporting purposes as specified in section (c) below. Proposals not recommended for approval by the faculty for reasons of resources and/or staffing issues will be forwarded to the department chair/school director who will make recommendations based upon the merits of the proposal according to the standards of the academic discipline as well as resource and/or staffing issues. The recommendations of the faculty and the department chair/school director will be forwarded to the dean who will make their recommendations based solely on resource and/or staffing issues, and on whether the proposal clearly addresses how it meets one or more of the appropriate uses of sabbatical leaves as specified 2-3-

1001(3). The recommendations of the faculty, the department chair/school director and the dean will be forwarded to the CAO who will make the final decision and report such decision to the President and to the BOT. The applicant will be informed of the recommendations and will be afforded an opportunity to respond at each level of the review process up to the CAO, whose decision is final.

- (c) All proposals that are not recommended for approval, with the exception of those withdrawn by the faculty member, will be forwarded to the department chair/school director, dean, and CAO for reporting purposes.
- (d) All sabbatical leave proposals approved by the CAO will be presumed to be of equal merit. If for any reason in a given year the University cannot support all of the sabbatical leaves that have been approved, the CAO or their designee(s) will prioritize the proposals in the following manner:
 - (I) Sabbatical leave proposals that are time sensitive will take precedence over proposals that are not time sensitive. A proposal will be deemed time sensitive if it cannot be completed at all if postponed beyond the proposed dates. Information relevant to making this determination must accompany the sabbatical leave proposal (See 3-3-1001(2) for required information.)
 - (II) Within each group of proposals ordered as in paragraph (I), any proposals that have already been postponed in favor of more time sensitive proposals will take precedence over proposals that have not been so postponed. Notes of any previous postponements must accompany the proposal.
 - (III) Within each group ordered by the above principles, proposals from faculty members for whom the period of time since last sabbatical leave has been longest take precedence over those for whom the period since the last sabbatical has been shorter. Proposals will contain an indication of the period of time since the last sabbatical leave or, in the case of a first sabbatical leave, since the time of hire.

When a leave is postponed for the above reasons, eligibility for the

next sabbatical leave will be calculated as if postponement had not occurred.

- (e) Delay of Leave by Faculty Member. Faculty members who apply for and are granted a sabbatical leave, and who, for any reason, are unable to take the leave at the time specified, may request postponement of the leave for up to one year. Postponement requires the recommendation of the department chair/school director and dean. If in this time the individual has not begun the leave, the leave is null and void and the individual must submit a new application. When a leave is postponed, eligibility for the next sabbatical leave will be calculated as if postponement had not occurred.
- (f) Delay of Leave by the Dean. The dean for the affected unit has the right to change the effective dates of the leave. The dean may not postpone the leave for more than one year from the requested beginning date, unless the affected faculty member agrees. When a leave is thus postponed, eligibility for the next sabbatical leave will be calculated as if postponement had not occurred.
- (g) Proposal Revisions. Revisions of approved leave plans must be approved by the department chair/school director and dean. The applicant will be informed of the recommendations and, if the revised proposal is not approved, will be afforded an opportunity to provide additional information.

2-3-1001(6) Compensation

- (a) Salary. Remuneration for a one-semester leave will be at full salary and for a full academic year (i.e., two semesters) will be 60 percent of the academic year instructional base salary. Faculty members on sabbatical leave may not receive compensation for overload teaching for the university.
- (b) Non-salary Compensation. During the period of sabbatical leave, in addition to the salary received from the institution, the faculty member may accept grants, awards, contracts, fellowships, allowances for transportation and/or cost-of-living differentials, or other compensation or stipends related to the approved sabbatical leave project. Any such additional compensation is to be explained in the sabbatical leave proposal, or to be appended to the proposal if awarding occurs after the sabbatical leave proposal has been approved by the CAO. Policies regarding consulting and other outside

activities remain applicable when a faculty member is on sabbatical leave. [See 2-3-409 Outside Activities and 3-3-401 Outside Activities.] In all cases, the acceptance of additional income by a person on sabbatical leave is justified only if the activity from which such income is accepted is congruent with the purposes of research, scholarly writing, creative endeavors, or clearly related professional experience and study for which the sabbatical leave is granted.

2-3-1001(7) Sabbatical Leave Workload.

The work outlined in the approved sabbatical leave proposal constitutes the entirety of the faculty member's workload obligation to the University (1.0 FTE in the case of a full-time faculty member) during the sabbatical leave, whether for one semester or for two semesters.

2-3-1001(8) Faculty Report Obligation.

In accepting a sabbatical leave, the faculty member agrees to provide to the department/school faculty a written report of the activities, the goals attained, and the benefits derived during the course of the leave. Upon approval of the faculty, the report will be forwarded to the department chair/school director and the dean. The department chair/school director and the dean will review the report to ensure it clearly addresses how the sabbatical leave met the appropriate uses of sabbatical leaves as specified in 2-3-1001(3). If the department chair/school faculty or dean finds the report unacceptable, the faculty member will be notified in writing and will have the opportunity to respond. Once the report has been accepted, copies will be forwarded to the CAO. Faculty members who do not submit an acceptable report within one academic year of completion of the leave shall not be eligible for subsequent sabbatical leaves.

2-3-1001(9) Institutional Accountability.

- (a) All sabbatical leave records and approved and disapproved plans, will be available for inspection, upon request, by the Joint Budget Committee, the Education Committees of the Senate and the House of Representatives, and the Colorado Commission on Higher Education. Withdrawn plans will not be included in the records and will be returned to the faculty members.
- (b) Final sabbatical reports are not considered a part of personnel files

and become open record for public disclosure pursuant to the Colorado Open Records Statute (C.R.S. 24- 72-204).

2-3-1002 Special Leaves.

Provisions are made herein for leaves with pay not covered in the sections on sabbatical leave and administrative leave. Special leave may be granted upon its merits by recommendation through the appropriate administrative channels. Examples of special leaves include: leaves for retraining faculty who are changing instructional specialties at the request of the University, leaves to update or retrain administrators who are transferring from administrative duties to the primary duty of classroom instruction and leaves demanding full-time service to assume leadership in national organizations.

2-3-1003 Paid Leaves.

2-3-1003(1) Holiday Leave.

Holiday leaves are determined in accordance with State regulation. Since the University may be in session during approved holidays, compensatory time is declared at the option of the University, either on days adjacent to University holidays or during vacation periods. [See also 2-2-304 Holiday Leave.]

2-3-1003(2) Short-Term Disability Leave.

Full-time faculty employees of the University shall be granted 90 days sick leave eligibility per academic year at full pay. The days of sick leave are to be calculated according to State personnel regulations. Loss to the University of professional services due to sick leave within the 90-day period will be covered by professional colleagues whenever possible. A long-term disability program is available through insurance providers (contact Human Services). Upon termination or retirement, payment for unused sick leave eligibility shall not be granted. [See also 2-2-30 Short-Term Disability (Sick) Leave.]

2-3-1003(3) Maternity Leave [See 2-3-1003(4) Parental Leave Policy].

2-3-1003(4) Parental Leave Policy.

Purpose: The Family and Medical Leave Act ("FMLA") is a federal law that provides, among other things, eligible employees up to twelve (12) weeks leave per twelve (12)-month period because of the birth of a child and to care

for the newborn child, or because of the placement of a child with the employee for adoption or foster care. The teaching responsibilities of faculty members occur during the semesters (and in some instances the terms) of the academic year. It is not practicable in most instances (due to continuity of instruction and teaching responsibilities of faculty members) for designation of substitute faculty during an academic semester or term. Therefore, parental leave for an eligible faculty member, who is the primary care giver of the child, can be reasonably provided only on a semester basis. In addition, unlike other University employees, faculty members do not receive paid vacation leave. The purpose of this Parental Leave Policy ("Policy") is to provide parental leave for faculty members for birth or adoption of a child under the circumstances required under the FMLA that runs concurrent with, and may exceed, the leave guaranteed by the FMLA. As the exact date of birth or of adoption or foster care placement cannot be predicted with certainty, eligible faculty should give careful consideration to additional or alternative leave arrangements as referenced in this Policy to address uncertainties about the timing of parental leave.

(a) Parental Leave and the FMLA.

The provisions of this Policy are to be interpreted in conjunction with the FMLA and any applicable provisions of State or local law, including any changes to those statutes that may occur after the adoption of this Policy. Parental leave under this Policy, the FMLA, and any applicable State or local law, run concurrently. Thus, parental leave under this Policy is part of, and is not in addition to, leave provided by the FMLA or any applicable State or local law.

(b) Definitions.

As used in this Policy:

- (I) "adoption" means legally and permanently assuming the responsibility of raising a child as one's own.
- (II) "child" means a biological, adopted, or foster child, a stepchild, a legal ward or a child to whom a faculty member stands in loco parentis, who is either under age eighteen (18), or age eighteen (18) or older and incapable of self-care because of a mental or physical disability at the time that parental leave is to commence.
- (III) "foster care" means twenty-four (24)-hour care for children in substitution for, and away from, the parents or guardian.

- (IV) "in loco parentis" refers to those eligible faculty members who have assumed the obligations of parental status and discharge the day-to-day responsibilities to care for, and to financially support, the child.
- (V) "parent" means a faculty member who is a biological parent, adoptive parent, foster parent, guardian, or a spouse of a parent, including a faculty member using a surrogate/gestational carrier.
- (VI) "primary care giver" means the eligible faculty member who has assumed the primary day-to-day responsibilities to care for the child immediately following the birth, adoption or commencement of foster care of the child.
- (VII) "son or daughter" means the same as "child".

(c) Eligibility for Parental Leave.

A faculty member who is or anticipated to be a parent and seeking leave for, the birth, adoption, or foster care of a child is eligible for the benefits of this Policy

- (I) when they become eligible for FMLA leave or
- (II) when the faculty member has been employed continuously for one (1) year by the University on a .50 FTE or greater basis, whichever occurs first.

(d) Documentation of Relationships.

To confirm a family relationship with the child, the eligible faculty member's academic dean and/or the Director of Human Resources may require the faculty member giving notice of the need for parental leave to provide reasonable documentation or a statement of family relationship. This documentation may take the form of a simple statement from the faculty member, a child's birth certificate, a court document, or equivalent documentation.

(e) Expiration of Period of Parental Leave.

An eligible faculty member's entitlement to parental leave to be with a newborn child expires at the end of the twelve (12)-month period beginning on the date of the birth. An eligible faculty member's entitlement to leave for adoption or foster care expires at the end of the twelve (12)-month period beginning on the date of the placement.

(f) Parental Leave where both Parents are Eligible Faculty Members.

Except as otherwise allowed expressly by this Policy, where both parents are eligible faculty members and are seeking parental leave for the birth or adoption of a child, they are limited to the combined total paid parental leave described in subsections (i) and (j), below, during any twelve (12)-month period.

(g) Leave Notification.

An eligible faculty member must provide their academic dean and the Director of Human Resources written notice of the intent to take parental leave under this Policy at least thirty (30) calendar days prior to the date on which parental leave is foreseeable based on an expected birth or placement for adoption or foster care. If thirty (30) calendar days' notice is not practicable (because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency), written notice must be given as soon as practicable. For the purposes of this Policy, "as soon as practicable" means as soon as both possible and practical, after considering all the facts and circumstances in the individual case, which, in most cases, should be the same day the employee becomes aware of a need for leave or the next business day thereafter.

(h) Commencement of Parental Leave.

Parental leave under this Policy for the eligible faculty member who is the primary care giver will commence on the first day of the semester designated in the written notice of intent as described in subsection (g), above. Customarily, parental leave will commence on either:

- (I) the first day of the semester in which the child is due to be born or in which the placement of the child with the faculty member for adoption or foster care is expected to occur or;
- (II) the first day of the semester after the child is born or the placement of the child with the employee for adoption or foster care occurs.

The faculty member will not be expected to fulfill on-campus duties until the beginning of the semester following that in which parental leave was taken.

(i) Parental Leave for Eligible Primary Care Giver.

An eligible faculty member who is the primary care giver of the child will receive full pay for the semester in which they are provided parental leave. If applicable, such faculty member may provide notification of a tenure clock extension in accordance with 2-3-902(3)(b).

(j) Parental Leave for Eligible Non-Primary Care Giver.

An eligible faculty member who is the non-primary care giver of the child will receive two (2) weeks of paid parental leave. Additional parental leave will be unpaid unless such parental leave satisfies the requirements for use of sick leave. See 2-3-1003(2) (Short- Term Disability Leave).

(k) Alternative Parental Leave Arrangements.

An eligible faculty member, regardless of whether they provide leave notification pursuant to subsection (g) of this Policy may enter into an additional or alternative parental leave arrangement (including unpaid leave) only if the University, in its discretion, agrees to do so. Any such alternative leave request shall first be submitted by the eligible faculty member to the faculty member's academic dean. The academic dean shall consult with the Director of Human Resources and the General Counsel to determine if the requested additional or alternative leave arrangement is consistent with the requirements of the FMLA, and any applicable State and local laws. Any additional or alternative leave arrangements to which the eligible faculty member's academic dean and the Director of Human Resources agrees must be in writing and signed by the faculty member and faculty member's academic dean on or before the date the parental leave begins.

2-3-1003(5) Vacation Leave.

Full-time librarians shall be entitled to vacation leave as provided in 2-2-301, Vacation Leave.

2-3-1004 Unpaid Leave.

2-3-1004(1) Leave of Absence.

A leave without pay may be granted by the University upon request of a faculty or staff member. Leaves without pay will be approved by the department chair, the dean, the CAO, the President, and the BOT. A leave without pay may be granted an individual for the pursuit of a degree program, leaves for the betterment of society including election to a city, State, or national office, etc. Time spent on leave without pay granted prior to tenure shall not, in itself, affect a faculty member's rank, but will not be counted as time toward eligibility for consideration for tenure. With respect to appointment term, promotion

period, and salary schedule, the individual's position shall be the same as it would be if the individual had not been on leave. A period of time spent on leave without pay will, however, affect an individual's service credit toward PERA benefits as well as the survivor and disability protection of the employee. A "Certification of Leave of Absence" form must be completed prior to the "Leave of Absence." It is important that appropriate provisions are made with the appropriate University offices for continuation of fringe benefits, if desired, prior to the beginning of the leave without pay. The employee on leave shall be responsible for payment of all amounts necessary to continue such benefits.

Leaves without pay may be granted for periods up to one year and may be renewable for a period of no more than one fiscal additional year.

2-3-1004(2) Military Leave.

The provisions of 2-2-305, Military Training Leave, and 2-2-306, Military Leave, govern the exempt staff.

Policy History

2-3-1001 SABBATICAL LEAVE.

Subsection 2-3-1001(2) Sabbatical Leave Eligibility unnumbered paragraph two amended (Jan 2014)

Subsection 2-3-1001(2) Sabbatical Leave Eligibility amended (Jan 2012)

Subsection 2-3-1001(5)(b) Approval Procedures amended (Jan 2012)

Subsection 2-3-1001(5)(d) Approval Procedures amended (Jan 2012)

Subsection 2-3-1001(5)(d)(I)(III) amended (Jan 2012)

Subsection 2-3-1001(5)(E) Delay of Leave by Faculty Member amended (Jan 2012)

Subsection 2-3-1001(6)(a) Compensation amended (Jan 2012)

Subsection 2-3-1001(8) Faculty Report Obligation amended (Jan 2012)

Subsection 2-3-1001(2) Sabbatical Leave Eligibility unnumbered paragraph three amended (Dec 2010)

Subsection 2-3-1001(4)(d) Restrictions amended (Dec 2010)

Subsection 2-3-1001(5)(a)(b)(c)(e)(g) Approval Procedures amended (Dec 2010)

Subsection 2-3-1001(8) Faculty Report Obligation amended (Dec 2010)

2-3-1003(3) MATERNITY LEAVE.

Subsection 2-3-1003(3) Maternity Leave deleted (Jun 2019)

2-3-1003(4) PARENTAL LEAVE POLICY.

Subsection 2-3-1003(4) Parental Leave Policy amended (Jun 2019)