

Sabbatical Handbook:

Frequently Asked Questions

Q. If, for reasons of convenience to the University or through special approval at my request, I take a sabbatical in a year other than the year of my sabbatical class, is my sabbatical class year then changed?

A. Your sabbatical class will not change if you are approved for a one year delay to your regularly scheduled sabbatical. To request a postponement of a sabbatical, complete the Status Change Form. Your sabbatical class may change if further delays occur which may happen for a faculty in an administrative role such as a chair position. Any change in sabbatical class will be determined by the Office of the Provost.

Q. What is my net salary after sabbatical reduction?

A. For a faculty member on a nine-month contract, net salary after sabbatical reduction for a two-semester sabbatical is 50% of the base salary for the sabbatical year.* For a one-semester sabbatical, there is no salary reduction.

Q. Does Marquette health insurance coverage present any special problems?

A. Some Marquette health insurance programs limit coverage. Participants are only covered in the clinics which they have selected. Faculty who leave the Milwaukee area may have to make special arrangements. For specific questions, refer to the Office of Employee Benefits. Since changes of insurance coverage can only be made once in the year, be sure to check about these "open enrollment" times when deciding to adjust coverage for your sabbatical period.*

*If a faculty member discontinues coverage during the sabbatical, there is no guarantee that the preferred clinic will permit reenrollment.

Q. How does a sabbatical leave affect my retirement fund?

A. Contributions to TIAA-CREF during the sabbatical year are adjusted to correspond with the reduced sabbatical salary. Additional personal contributions remain at the stated level unless suspended by the individual.

Q. Does a sabbatical leave affect the amount of Group Life Insurance coverage for the sabbatical period?

A. The amount of insurance coverage is based on salary of the previous year. It remains at the same 1, 2, 3, or 4 times the base salary of that year that the faculty member had selected.

Q. Can insurance benefits be suspended during a sabbatical period?

A. All insurance benefits can be suspended for up to one year. This may be desirable if the sabbatical site institution provides insurance benefits. Benefits at Marquette are automatically reinstated upon return with no loss of status. It is important that the faculty member fill out the leave of absence form provided by the Employee Benefits department. It is used to determine the faculty member's intent concerning the continuation or suspension of his/her insurance

plan. It is sent out when the salary authorization identifying the sabbatical period is released. Persons leaving the country should complete the leave of absence form before they leave campus. It may be obtained with the submission of a request by the department chairperson. The request should be in the form of an informative memo confirming approval of the sabbatical leave and the time involved.

Q. Can I afford to take an academic-year sabbatical?

A. While the amount of gross income reduction between an academic-year sabbatical and a one-semester sabbatical may be large, the net (after tax) difference will be smaller due to the combined effects of progressive federal and state income tax rates. Since individual situations with respect to income taxes vary considerably, it is difficult to generalize. Faculty members may also make up at least part of any salary loss by securing external or "outside" funds to support the sabbatical. Individuals are advised to explore this matter prior to deciding whether to take a one-semester or academic-year sabbatical.

Q. When should I begin looking for "outside" funds to support my sabbatical plans?

A. You should try to begin looking for external research support at least two years before your scheduled leave. The Office of Research and Sponsored Programs should be contacted as early as possible in planning your sabbatical. All schools and disciplines have their own research support agencies which can be explored for funding. Research support programs by other universities for faculty on leave are often advertised in *The Chronicle of Higher Education*. The Office of Research and Sponsored Programs is also able to provide information on government and other extramural programs, and suggestions on other aspects of your search for sabbatical funding.

Q. Am I allowed to keep money in the form of salaries, grants, research stipends, and other extramural support even though, when combined with my sabbatical salary from Marquette, the total exceeds my regular, annual income?

A. Let's consider a hypothetical case. Professor X's annual salary is \$50,000. He or she takes a two semester sabbatical which means that the professor receives \$25,000 from Marquette for the year. Professor X succeeds in getting a special research position at another university, which pays him or her \$12,000 and provides an additional \$8,000 for expenses. All financial burdens, such as maintaining a second home or apartment, or travel on the part of the family, or travel on the part of the professor back and forth to Milwaukee to be with his or her family, and so on, are legitimate expenses. Only in the event that a professor's income from sabbatical leave exceeds his/her contracted University salary, after deducting all sabbatical-related expenses, would the University expect that this be reported so that an adjustment could be made in the University's sabbatical pay.

Q. What factors should I consider in choosing to rent or sublease my dwelling?

A. Check your insurance policies and your mortgage agreement. Some policies and mortgages have special rental/sublease provisions. Contact your agent; you may need additional or different insurance protection. If you choose to rent or sublet your dwelling, consider the following:

You may consider a local rental agency/security firm as a source of useful information.

You may want to demand that your renter take out a "contents and liability" policy to protect your house and its contents. If you do, request a copy. Check: does this policy cover specific damages that may be incurred or about which you are worried?

Consider running a credit check on potential renters.

If you opt to leave your dwelling unoccupied for all or part of your leave, you may want to consider the use of a security system, or arrange to have a security firm visit periodically.

Q. How are benefits handled if I take an unpaid leave of absence?

A. Faculty members choosing to take an unpaid leave of absence will still be responsible for paying their full portion of premiums to maintain coverage so it is important to contact Human Resources to discuss options.