



Policy Title
Academic (Sabbatical) Leave Policy

Policy Number
7-003

Responsible Unit: Southern University Law Center	Effective Date: September 7, 2021
Responsible Official: Vice Chancellor for Academic Affairs	Last Reviewed Date: September 7, 2021
Policy Classification: Human Resources	Last Revised Date: September 7, 2021
	Origination Date: Before 2019

I. Policy Purpose

The purpose of this policy is to provide clarity on how academic leave (i.e., sabbatical leave) can be requested and under what circumstances such leave will be granted. The policy adopts Section 3-1 of Part III, Chapter III of the regulations of the Southern University Board of Supervisors.

II. Policy Scope

This policy applies to employees of SULC.

III. Policy Compliance

An employee's failure to follow the procedures described by this policy may result in the denial of an employee's request for academic leave.

IV. Policy Definitions

Not applicable.

V. Policy and Applicable Procedures

- A. Full-time academic employees at the rank of instructor (or equivalent) or above who have completed three or more consecutive years of service on the campus may petition for academic leave for study leading to the terminal degree or independent study and research, the object of which is to increase professional efficiency and usefulness to SULC. Adequate justification setting forth the plans for each academic leave shall be stated, and a report of the accomplishments under each leave granted shall be made promptly upon return from academic leave. The request for academic leave must be submitted to the Vice Chancellor for Academic Affairs, who will submit such requests to the Chancellor, at least three months prior to the start of the requested academic leave.
- B. Persons employed on a twelve-month basis are eligible for twelve months of leave with three-fourths (of yearly salary) pay or six months of leave with three-eighths (of yearly salary) pay if such persons have completed six consecutive years of service. Persons who have completed three years of consecutive service are eligible for leave benefits at one-half of the rate granted otherwise.
- C. Persons employed on a nine-month basis are eligible for nine-months of leave with three-fourths (of the nine-months salary) pay or one-semester leave with three-eighths (of the nine-months salary) pay, provided that such persons have completed six consecutive years of service. Persons who have completed three consecutive years of service are eligible for leave benefits at one-half of the rate granted otherwise.
- D. The Chancellor shall, after having received requests from the Vice Chancellor for Academic Affairs, make recommendations for academic leave through the President to the Board. The Office of Human Resources shall be notified of the pending requests for academic leave.
- E. Prior to the leave period, persons approved for leave shall be informed in writing of the status of their fringe benefits and the conditions of their leave. The persons requesting academic leave shall obtain fringe benefits information from the Office of Human Resources. The Chancellor shall inform the persons requesting academic leave of the conditions imposed on the person during the leave period.

VI. Policy Related Information

This policy adopts Section 3-1 of Part III, Chapter III of the regulations of the Southern University Board of Supervisors.

VII. Policy History and Review Cycle

This policy was created and became effective prior to the implementation of the uniform policy format which was implemented in 2019. The policy is subject to a five-year policy review cycle and shall be reviewed by the Vice Chancellor for Academic Affairs to ensure conformity with the


regulations of the SU Board of Supervisors. This policy is administrative and does not require a vote of the faculty for approval. The policy was placed in the current format on September 7, 2021.

VIII. Publication of Policy

This policy is published at <https://www.sulc.edu/page/sulc-policies>.

IX. Policy Approval

The policy was approved on September 7, 2021.



John K. Pierre
Chancellor, Southern University Law Center

September 7, 2021
Date