

# UNIVERSITY OF WYOMING

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## SABBATICAL PAY GUIDELINES

This memo summarizes UW's regulations and guidelines for supplemental pay and outside employment during sabbatical and professional development leaves.

1. A sabbatical or professional development leave is a change of job duties for a specified period. Faculty members and academic professionals remain employees of UW during these periods. Hence they also remain:
  - eligible for benefits, consistent with state and institutional policies;
  - voting members of their academic departments and colleges;
  - subject to UW's regulations.

Employees who consider any of these arrangements to be inconsistent with their purposes should consider requesting leave of absence without pay instead of sabbatical or professional development leave.<sup>1</sup>
2. UW Regulations 5-1 and 5-173 govern sabbatical and professional development leaves, including regular compensation for full- and half-year leaves. The purpose of such a leave is to "increas[e] the recipient's professional competence and usefulness to the University," normally through temporary replacement of all credit-bearing teaching duties at UW with other activities. Any proposal to receive compensation beyond that provided by the university during the leave must be consistent with the purpose described in the regulation. Normally, the Office of Academic Affairs will not approve requests for supplemental pay for teaching at UW by a UW faculty member or academic professional who is on sabbatical or professional development leave.
3. UW Regulation 4-2 governs base salary for faculty members and academic professionals on academic year (AY) and fiscal year (FY) appointments. This regulation also governs:
  - *Supplemental compensation.* Faculty members and academic professionals are not eligible to earn overtime pay. Their capacities for UW payroll compensation beyond their base salaries are subject to the constraint that one's total UW pay during a year may not exceed 12-months' worth of salary at one's regular, full-time base salary rate.
  - *Consulting.* The regulation places no limit on the amount of money that an employee can earn through consulting, but it does constrain both the amount of time that an employee can devote and the nature of the activities. The regulation states, in particular, that "[t]he work must not interfere with normal University duties" and "must also be related to the employee's regular campus duties and must contribute to the effectiveness of the employee's regular work." (The emphasis is in the original.)
  - *Conflict of commitment.* Consulting that merely replicates regular UW duties for the benefit of another organization is a conflict of commitment. In particular, teaching for another institution for compensation while drawing salary from UW usually constitutes a conflict of commitment, unless there is an offsetting reduction in commitment to and salary from UW.

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<sup>1</sup> Requests for leaves of absence require sound justification as well as the recommendations of affected deans and department heads. Further guidance is available on the Academic Affairs website.

The tables below summarize employees' capacities (1) for supplemental pay and consulting and (2) for teaching during sabbatical and professional development leaves.

Table 1. Guidelines for supplemental and consulting pay during sabbatical and professional development leaves

<b>Length of Sabbatical Period</b>	<b>Fraction of Regular Salary Paid Automatically</b>	<b>Capacity for Supplemental Pay Through UW Payroll (Including External Grant Funding)</b>	<b>Capacity for Consulting (Including Work for Self-Owned Business)</b>
1 semester	100%	<ul style="list-style-type: none"> <li>• None during sabbatical period</li> <li>• 1/3 of regular AY salary as summer salary in the following summer, for AY appointees</li> </ul>	<ul style="list-style-type: none"> <li>• Average no greater than 39 days/academic year for AY appointees</li> <li>• Average no greater than 48 days/fiscal year for FY appointees</li> <li>• No limit on earnings</li> </ul>
2 semesters	60%	<ul style="list-style-type: none"> <li>• Up to 40% of regular salary during sabbatical period</li> <li>• 1/3 of regular AY salary as summer salary in the following summer, for AY appointees</li> </ul>	
½ calendar year	100%	<ul style="list-style-type: none"> <li>• None during sabbatical period</li> <li>• No capacity for summer salary for FY appointees</li> </ul>	
1 calendar year	60%	<ul style="list-style-type: none"> <li>• Up to 40% of regular salary during sabbatical period</li> <li>• No capacity for summer salary for FY appointees</li> </ul>	

Table 2. Guidelines for teaching activities during sabbatical and professional leaves

<b>Length of Sabbatical Period</b>	<b>Capacity to Teach for Compensation by Another Institution</b>	<b>Capacity to Teach for UW for Compensation</b>
1 semester	<ul style="list-style-type: none"> <li>• None during sabbatical period, unless employee foregoes equal amount of compensation by UW</li> </ul>	None; sabbatical may be rescheduled if necessary
2 semesters	<ul style="list-style-type: none"> <li>• Up to 40% of regular salary during sabbatical period</li> <li>• More, if employee foregoes equal amount of compensation by UW</li> </ul>	
½ calendar year	<ul style="list-style-type: none"> <li>• None during sabbatical period, unless employee foregoes equal amount of compensation by UW</li> </ul>	
1 calendar year	<ul style="list-style-type: none"> <li>• Up to 40% of regular salary during sabbatical period</li> <li>• More, if employee foregoes equal amount of compensation by UW</li> </ul>	