



UNIVERSITY
OF WYOMING

Office of
Academic Affairs

SABBATICAL PAY GUIDELINES

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, and
- subject to UW's regulations and Standard Administrative Policies and Procedures.

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.¹

2. UW Regulation 2-16 governs sabbatical and professional development leaves, including regular compensation for full- and half-year leaves. Compensation is also mentioned in UW Regulation 2-3. The purpose of sabbatical and professional development leaves is to “enhance the professional effectiveness of the faculty and to enrich the academic climate of the university,” normally through temporary replacement of all credit-bearing teaching and other duties at UW to allow for the sabbatical semester or academic year to be devoted to scholarship. Any proposal to receive compensation beyond that provided by the university during the leave must be consistent with the purpose described in [University Regulations](#) and the [UW Employee Handbook](#). Normally, the Office of Academic Affairs will not approve requests for supplemental pay for teaching at UW by a UW faculty member while on sabbatical or professional development leave.
3. The Employee Handbook governs base salary for faculty members on academic year (AY) and fiscal year (FY) appointments. It also governs:
 - *Supplemental compensation.* Faculty members 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, unless an exception has been granted by the Provost or President.
 - *Consulting.* There is no limit on the amount of money that employees can earn through consulting, but they are constrained in both the amount of time they can devote and the nature of the activities. According to the Employee Handbook,

¹ Requests for leaves of absence require sound justification as well as the recommendations of affected deans and department heads. Further guidance on leaves is available in the Employee Handbook and on the Human Resources website.

“consulting or compensated services performed by academic personnel must be approved by the University and may not interfere with their University duties.”

- *Conflict of commitment*². A conflict of commitment exists when an Employee renders professional services or engages in an external activity that is not part of their duties to the University that interferes with the Employee’s ability to perform their obligations to the university. For example, 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.

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

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

Length of Sabbatical Period	Fraction of Regular Salary Paid Automatically	Capacity for Supplemental Pay Through UW Payroll (Including External Grant Funding)	Capacity for Consulting (Including Work for Self- Owned Business)
Academic Year Appointment			<ul style="list-style-type: none">Average no greater than 39 days/academic year for AY appointeesAverage no greater than 48 days/fiscal year for FY appointeesNo limit on earnings
1 semester	100%	<ul style="list-style-type: none">None during sabbatical period1/3 of regular AY salary as summer salary in the summer immediately following the leave, for AY appointees	
2 semesters	60%	<ul style="list-style-type: none">Up to 40% of regular salary during sabbatical period1/3 of regular AY salary as summer salary in the summer immediately following the leave, for AY appointees	
Fiscal Year Appointment			
½ calendar year	100%	<ul style="list-style-type: none">None during sabbatical periodNo capacity for summer salary for FY appointees	
1 calendar year	60%	<ul style="list-style-type: none">Up to 40% of regular salary during sabbatical periodNo capacity for summer salary for FY appointees	

² For more information on conflict of commitment and interest, please see the [University Conflicts of Interest and Commitment Policy](#).

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

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