

Kansas Board of Regents Sabbatical Leave Agreement

Name Years Service
Leave to

Department

Purpose of Leave:

Regular Salary: \$ for months service

Sabbatical Leave Salary: \$ for months.

THIS AGREEMENT, is between Kansas State University of Manhattan, Kansas, and the undersigned Faculty member of said institution pursuant to the following resolution of said Board, providing for sabbatical leave upon approval of the president or chancellor of said institution:

In strictly meritorious cases, a full-time faculty member on regular appointment at any of the Regents institutions of higher education who has served continuously for a period of six years or longer at one or more of these institutions, may, at the convenience of the institution and upon the approval of the president or chancellor of the institution with which connected, be granted not to exceed one such leave of absence for each period of regular employment for the purpose of pursuing advanced study, conducting research studies, or securing appropriate industrial or professional experience; such leave shall not be granted for a period of less than one semester nor for a period of more than one year, with reimbursement being made according to the following schedule:

- i. for nine-months faculty members, up to half pay for an academic year, or up to full pay for one semester.
- ii. for twelve-months faculty members, up to half pay for eleven months, or up to full pay for five months.

Provided: Regular salary is defined as the salary being paid at the time the sabbatical leave begins. Outside grant funds received by the University in support of the individual's scholarly efforts during his/her sabbatical leave may be used for supplemental salary, but total sabbatical leave salary in these instances may not exceed his/her regular salary. Provided further, That the number of faculty members to whom leave of absence with sabbatical pay is granted in any fiscal year shall not exceed four percent of the number of equivalent full-time faculty with rank of instructor or higher, or equivalent rank for the institution concerned for the fiscal year for which the leave of absence is granted; And provided further, That no faculty member will be granted leave of absence with sabbatical pay who does not agree to return to the service of the state institution granting the sabbatical leave for a period of at least one year immediately following the expiration of the period of leave. Persons failing to return to the institution granting sabbatical leave shall refund all sabbatical pay. Those who fail to remain for the full year of school service (9 to 12 months depending on annual term of employment) shall refund that portion of their sabbatical pay as represented by the portion of time they fail to serve.

I, a member of the faculty of said institution for years, hereby apply for sabbatical leave. I agree to the conditions of the above resolution and, in the event that I fail to serve the year (9 or 12 months, depending on annual term of employment) required by said resolution to be served by me after my leave, I agree to refund that portion of the funds received by me during such leave which the number of required months I fail to serve bears to the total number of required months of service. Such refund shall be made at the time of the effective date of my resignation, unless arrangements satisfactory to the institution are made at such time for payment of such refund over a period of time not to exceed two years.

Date _____ (Signed) _____ Member of Faculty

As the above request for leave of absence is meritorious and the number of persons on leave comes within the terms of the resolution, I approve granting the above faculty member a sabbatical leave of absence on the conditions stated above.

Chancellor/President
(To be signed in Duplicate, one copy filed with institution and one to be returned to Faculty Member.)