

LEAVES

To request a leave, you should send the Chair a note or email and include type of leave, term of leave, purpose (topic or area of research, etc.). **ALL leaves must be approved by the Chair.** Faculty with joint appointments should notify all of their departments/schools. Once the Chair has approved your leave request, we forward it to A&S and the Provost's Office for their approvals. **If your plans change at any point, you must notify the chair in writing; this includes decisions not to take leaves.**

For information on leaves see <http://www.columbia.edu/cu/vpaa/fhb/main.html> and then click on Leaves of Absence (one the left). This memo does not cover all information on leaves.

Other than a medical leave, a leave is either a full year or one term. A full year can be an academic year or a calendar year (over two academic years). If the leave is a paid leave, you have a choice between one year at half pay or one term at full pay. For any leave at partial or no pay, you should discuss your situation with HR since benefits are linked to salary.

Please note that in a year in which you take a one-term sabbatical leave and teach the other term, the teaching does not count towards the next sabbatical; if you take a non-sabbatical leave and teach the other term, the teaching does count toward a future sabbatical.

Faculty are expected to be in residence for at least two years of full-time service between leaves of any kind. Exceptions require the approval of the Chair, the Vice President, and the Provost.

Faculty on H-1 or O-1 visas: If you will be paid by any institution, organization or company other than Columbia University while you are on leave, the other employer **must** file a new H-1 or O-1 to comply with federal regulations.

SABBATICAL: Tenured faculty are eligible for a sabbatical leave after completing twelve terms of full-time teaching.

For nontenured faculty:

Terms of full-time teaching in a nontenured professorial rank, other than those with a visiting title, count toward a sabbatical [after you achieve tenure].

Tenured Faculty:

Periods of non-sabbatical leave, including partial leave, do not, nor does a term of full-time teaching during a year in which a professor takes a one-term sabbatical leave at full salary.

If you are on a sabbatical leave, you may not accept a teaching appointment, visiting professorship or any full-time employment at another institution; this restriction does not include a research post at another institution.

You may request a postponement of your sabbatical but need to take it within two years or lose one year of teaching credit. There is no penalty if you postpone your sabbatical at the request of the department.

You may anticipate a sabbatical for compelling reasons with the approval of the Chair, Vice President, and Provost.

RESEARCH (ETD – Exemption from Teaching Duties)

JFDL: The Junior Faculty Development leave is a research leave that is part of an A&S program. Normally you take it after your third year.

TFRP: Tenured faculty participate in the Tenured Faculty Research Program and each year choose between leave credits and salary. If you do not make a choice, then A&S continues your choice of previous years. You may anticipate leave credit which means that your choice for the following year(s) is set. 4 TFRP leave credits = one TFRP leave; you can accumulate no more than 8 TFRP credits. After you have 8 TFRP credits, you will need to plan a TFRP leave if you do not wish to lose further TFRP credits.

LWOS: Leave without salary may affect your benefits that are linked to salary; check out the pdf “Benefits During LWOS” on this site. Discuss your situation with HR.

PARENTAL: Faculty can take up to two parental leaves; non-tenured faculty can request that their tenure clocks be stopped without taking a leave. If you request a parental workload relief leave or if you wish to have your clock stopped without taking a leave, you need to provide certain information:

- specify the extent of the leave (term, year)
- state the child's expected or actual date of birth/adoption
- confirm that you are the primary caregiver
- confirm that the other parent is working/studying full-time
- invoke Sec.71 C2 of the University Statutes to stop the tenure clock for one year

And please read: <http://www.columbia.edu/cu/vpaa/docs/parent.html>

MEDICAL: See Angela for details but you will need a doctor's note.