

UNIVERSITY OF LIMPOPO



SABBATICAL LEAVE POLICY

CO2018/2056

1. PREAMBLE

The University of Limpopo recognises that sabbatical leave is an essential element in the intellectual and academic life of individual members of the academic staff and the institution as a whole. It shall assist the University to achieve its mission of being a leading African university focussed on the developmental needs of the communities and epitomising academic excellence and innovativeness whilst providing academic staff members with an opportunity for professional development and career development. The Conditions of Service provide for permanent academic employees to accrue sabbatical leave from commencement of employment. Employees who have successfully completed their probationary period may, in terms of this policy, be granted sabbatical leave subject to approval by the appropriate authority. This policy must therefore be read together with the Conditions of Service.

2. DEFINITIONS

Sabbatical Leave: A temporary absence from work in the career of an employee for the purposes of approved scholarly or creative activity for academic professional development or research purposes.

Personal Development Plan (PDP): A Personal Development Plan is developed by each employee as part of a structured and supported process undertaken by the employee to reflect upon his/her own learning, performance and/or achievement and to plan for his/her personal, educational and career development.

University: The University of Limpopo.

In this Policy, unless inconsistent with the context, words referring to any one gender shall include a reference to the other gender; the singular shall include the plural and *vice versa*; and natural persons shall include artificial or juristic persons and *vice versa*.

3. SCOPE OF APPLICATION

This Policy shall apply to full time permanent academic employees of the University of Limpopo.

4. EFFECTIVE DATE

This Policy shall come into effect on the date determined by the University Council.

5. PURPOSE

The purpose of this Policy is to set out the framework and broad principles for the granting of sabbatical leave.

6. POLICY STATEMENT

The University recognises that it is important to provide sabbatical leave for academic employees to increase their knowledge, further their research, stimulate intellectual interests, improve their teaching and strengthen networks with the global community of scholars, thus enhancing their contribution to the University. Sabbatical leave accordingly must benefit both the academic staff member and the University.

7. POLICY PROVISIONS

7.1. Conditions

7.1.1. The final decision on the approval or non-approval of any application for sabbatical leave vests with the Deputy Vice Chancellor: Teaching and Learning. The granting of sabbatical leave is not automatic and depends on recommendation of the sabbatical leave proposal by the Head of the Department, Director of the School and the Executive Dean of the Faculty. It is also subject to verification of eligibility and accrued sabbatical leave by the Division of Human Resources.

- 7.1.2. Sabbatical leave will not be unreasonably denied.
- 7.1.3. Staff wishing to go on sabbatical leave must provide reasonable notice, at least three months, of intention to take sabbatical leave, to facilitate planning within the Department/School. Sabbatical leave may be denied if insufficient notice is given.
- 7.1.4. The applicant must have achieved the agreed outcomes of any previous sabbatical leave granted at the University or must have provided a reasonable explanation for non-achievement thereof.
- 7.1.5. Due to the mutual benefit for employer and employee inherent in the notion of sabbatical leave, sabbatical leave may not be granted in the six months prior to normal retirement date or the end date of any extension beyond retirement granted by the University.

7.2. Accrual of Sabbatical Leave

- 7.2.1. No employee shall accrue sabbatical leave prior to the effective date of this Policy.
- 7.2.2. Subject to clause 7.2.1, sabbatical leave will accrue from the date of appointment of a staff member at a rate of two (2) working days per calendar month of completed service.
- 7.2.3. Sabbatical leave accrues during probation at the normal rate but may not be taken during any probationary period.
- 7.2.4. Sabbatical leave continues to accrue at the prevailing rate while an employee is on sabbatical leave. Employees will remain entitled to their ordinary remuneration for the duration of sabbatical leave.
- 7.2.5. Sabbatical leave will not accrue during any periods of unpaid leave or external secondment.

7.2.6. Academic staff on joint appointments will be entitled to sabbatical leave as agreed between the University and the Department of Health.

7.2.7. Sabbatical leave will accumulate to a maximum of two hundred and forty (240) working days.

7.3. Periods of Sabbatical Leave

7.3.1. A staff member wishing to apply for sabbatical leave must have accrued to his/her credit the requisite number of days to his/her credit and may further utilise accrued annual leave and unpaid leave or a combination thereof.

7.3.2. The maximum number of days of sabbatical leave that may be granted within a period of five (5) years is two hundred and forty (240) working days.

7.4. Sabbatical Leave Proposal

7.4.1. Applications for sabbatical leave must be submitted in the prescribed format and must be accompanied by a sabbatical leave proposal.

7.4.2. The sabbatical leave proposal shall be congruent with the staff member's Personal Development Plan (PDP).

7.4.3. The proposal shall include specific, measurable and time-bound objectives to be achieved during the sabbatical leave in furtherance of the individual's professional development, research, teaching or other scholarly activity.

7.4.4. The applicant may not proceed on sabbatical leave prior to receiving written confirmation of approval by the Executive Dean of the Faculty.

7.4.5. The approved sabbatical leave application, proposal and line managers' recommendations must be submitted to the Division of Human Resources for processing and subsequent filing in the staff member's personal file.

- 7.4.6. Prior to recommending a sabbatical leave application, the Executive Dean must be satisfied that satisfactory arrangements have been made by the Head of Department, in relation to meeting of the staff member's teaching, postgraduate supervision and administrative obligations during the period of absence.
- 7.4.7. Applications for sabbatical leave will be processed by the Head of Department, the Director of the School, the Executive Dean of the Faculty and the Deputy Vice-Chancellor: Teaching and Learning within four (4) weeks, and the applicant will be informed in writing of the decision through the Executive Dean of the Faculty. Should an application be refused, reasons for the refusal will be supplied.

7.5. Sabbatical Leave Report

- 7.5.1. A sabbatical leave report must be submitted by the applicant to his/her Head of Department every three (3) months during the sabbatical leave with the final report within one (1) month of the end date of the sabbatical leave period, clearly indicating how the outcomes envisaged in the sabbatical proposal have been met.
- 7.5.2. The sabbatical report must be submitted via the Head of Department and the Director of the School to the Executive Dean of the Faculty. The final decision as to whether the report is satisfactory and the agreed outcomes as stated in the proposal have been achieved will vest in the Executive Dean of the Faculty, who will report back to the Director of the School within two (2) months of receiving the report.
- 7.5.3. Where the agreed outcomes as contained in the sabbatical proposal have not been met and the staff member is unable to provide a reasonable explanation, the staff member will be expected to forfeit the equivalent number of days of accrued sabbatical leave and/or annual leave.

7.5.4. Where some of the outcomes have been met, the Executive Dean of the Faculty may determine the number of days to be forfeited proportional to the outcomes that have been achieved.

7.5.5. Where the staff member does not have sufficient accrued sabbatical and/or annual leave, then future accrual will be suspended up to the equivalent number of days of sabbatical leave previously granted.

7.6. Resignation during or following sabbatical leave

7.6.1. Should an employee resign while on sabbatical leave or within a period of three months following on the sabbatical leave, the sabbatical leave shall be converted to unpaid leave.

7.6.2. The University shall, subject to the applicable legislation, be entitled to deduct from any funds due to the employee on resignation, such amount as may be due by the employee which it is unable to recover from annual leave or other gratuities.

7.7. Termination of service

Sabbatical leave does not have a cash value. Sabbatical leave is forfeited if it has not been used at termination of employment.

8. REVIEW DATE

This policy will be reviewed at minimum every three (3) years from the effective date.

ANNEXURE A – SABBATICAL LEAVE FORM

Applicant Details											
Surname:			Faculty:								
Name/s:			Email Address:								
Title:			Office Tel No.								
Persal Number:			Cell Number:								
Department:			Perm. / Contract								
School:			Appointment Date:								
Number of sabbatical days requested:					60		120		180		240
(Cross box)					days		days		days		days
No. of days to be used from:		Sabbatical Leave (SL)			Annual Leave (AL)			Unpaid Leave (UL)			

Signature Date

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For official use only

HR Officer: Confirmation of number of leave days accrued as at application date: SL.... AL..... UL....

Name Signature Date

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Line Management Approval

Head of Department: (Approved / Not Approved) (underline). If not approved, provide reason

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Are internal arrangements in place: (Yes/No)

Sabbatical Proposal approved and attached: (Yes/No)

Name Signature Date

Director of School: (Approved / Not Approved) (underline) If not approved, provide reason

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Name Signature Date

Executive Dean of Faculty: (Approved / Not Approved) (underline) If not approved, provide reason

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Name Signature Date

Sabbatical Leave Policy Benchmarking Process

Benchmarking Measures with the following institutions whose Sabbatical Leave Policy was available online:
University of Kwa-Zulu Natal, University of Fort Hare, Nelson Mandela Metropolitan University, University of Cape Town
Identified Priority Areas that were benchmarked

- Scope of policy – who qualifies for sabbatical
- Conditions of sabbatical
 - Accrual
- Periods of Sabbatical leave
- Application process
 - Proposal for Sabbatical leave
 - Who approves
- Travel/Assistance Grant
- Sabbatical leave report
- Resignation while on Sabbatical
- Termination of Service
- Transfer of Sabbatical
- Special Sabbatical leave

BENCHMARKING INSTITUTIONS					
MEASURES	UL	FORT HARE	NMMU	UKZN	UCT
Policy Status	In process	In place	In place	In place	Not available/ Conditions of Service (Study & Research Leave)
Who qualifies	Permanent academic staff, fixed-term longer than two years Executive members – eligible between periods of office	Academic and non-academic staff Directors and Heads of Departments - Eligible	Academic & professional support Staff Executive members -- not eligible.	Permanent academic staff Executive members – not eligible during period in the office	Full-time Academic Staff Executive members – Eligible – with variations
Conditions of sabbatical					
Accrual	Perm Academics	30 days pa or 60 days / 5 year period	30 days pa or 6 months after 3 years/ 12 months after 6 yrs.	33 days pa or 165 days / 5yrs period	Teaching academics only. 2 months for every completed year of full service. VC, DVC & Deans reviewed by remuneration committee of council. Deputy Deans and HOD's accrue an additional 2 weeks annually
	Joint Appointments	24 working days pa or 120 working days / 5yr period	Silent	Silent	Yes, who fulfil the standard requirements for teaching and learning, research and administration
	While on Sabbatical	Yes, 12 days pa or 60 days / 5yr Joint App	Silent	Silent	Silent
Period(s)	Minimum	Not < 45 days 45 days = 1 Term 90 days = 1 Semester 180 days = 1 year	Accrues – not specified	Accrues at 6.2.1	6 months
	Maximum	240 working days	1 year	264 days	12 months
Application process					
Personal Development Plan	Yes	No	Research Plan & Excellence Development System	Yes	No

Proposal	Yes – congruent with PDP	Yes	Yes	Yes – congruent with PDP	Yes
Approval	Executive Dean via HR	Vice Chancellor	Faculty Committee	DVC	Vice Chancellor
Sabbatical leave report	Yes – every 3 months with final report within 1 month after completion	Yes – within 3 months after completion	Yes – within 6 weeks after completion	Yes	Yes – within 1 month after the completion
Resignation during or after sabbatical	Within 3 months – unpaid leave	Repayment/ pro rata	Silent	Within 3 months – unpaid leave	Pay a proportional refund
Termination of Service (death, medical incapacity, etc.)	Accrued leave forfeited	Repayment/ pro rata	Forfeit all sabbatical leave credits.	Accrued leave forfeited	Silent
Other Issues					
Travel/Assistance Grant	No	No	No	Yes – if part of sabbatical is outside South Africa	Yes – at the discretion of the DVC
Transfer of Sabbatical from previous employer	Silent	Yes, one half of the period of another university	Yes, up to a maximum of three years	Yes, up to 99 days	Yes, one half of the period of another university. Joint- Staff converting to a university post - up to 6 months of annual leave credit may be converted to sabbatical
Special Sabbatical	Yes, discretionary for Executive members	No	Yes, discretionary to staff members who have not accrued - max 20 days	Executive members – on termination of their term (3 months). No sabbatical if position was held for < than a year	Silent
Maternity leave during sabbatical	Silent	Silent	Silent	Silent	Silent
Period of service subsequent to completion of sabbatical	Silent	Equivalent to length of Sabbatical	Equivalent to length of Sabbatical	Within a period of 3 months following on the sabbatical leave – sabbatical leave converted to unpaid leave	Equivalent to length of Sabbatical