

Salary & Benefit Guidelines when Awarded Salary-supported Grant/Fellowship for a Sabbatical

For faculty who were approved for a one-semester or full year sabbatical or early leave and who have received an award for salary support:

1. If funder pays College directly (preferred)

- a. How College receives funds – The office of sponsored research will work with the faculty member and the funder to arrange for the salary support award to be paid to the College directly.
- b. Effect on salary/benefits – No effect. Salary and benefits from the College remain unchanged.

2. If funder will only pay individual directly

- a. How College receives funds - Normally your payment to the College is handled via payroll deduction, spread over the period of the sabbatical. Repayment arrangements must be made with the Provost's office prior to the commencement of your leave.
- b. Effect on salary/benefits – The payroll deduction will have no impact on your gross pay or the College's retirement contribution. (Your W-2 will reflect the wages after the deduction, so you will be taxed on the lower amount.) The Provost's Office can provide more detailed information about this policy. You will remain on the College's payroll and your benefits will be unchanged. However, please keep in mind that you will be personally responsible for the related taxes on the payments you receive from the funder.

For faculty who were approved for a one-semester sabbatical and have been offered an external award for two semesters:

You should apply only for grants that you are able and willing to accept. It defeats the purpose of our program if you decline successful grant awards. If you are eligible for only one semester of leave, you should apply only for grants that can be held for a single semester or you must request to take unpaid leave to meet the year-long commitment required.

In this scenario, you currently have enough eligibility accrued for one semester of sabbatical, you applied for and were approved for a one-semester sabbatical, and you applied for and were offered a leave-related fellowship or grant which requires a full year of leave. Since you were not approved for a second semester of sabbatical, before proceeding, you will have to request

approval for an unpaid leave from your department chair and the Provost's Office. If the unpaid leave request is approved, the following applies:

1. The funder should pay the individual directly, regardless of the amount of the grant, and the individual should reimburse the College for salary offset during the approved sabbatical semester.
 - a. How College receives funds – You will stay on the College's payroll during semester one, while you are on your approved sabbatical semester, and you will be on unpaid leave in semester two. Since the funder will be paying the entire grant/fellowship directly to you, you will need to make a salary-offset repayment to the College for semester one. For a full-year award, normally you will need to arrange for 50% of any leave-related salary support, to be repaid to the College. Normally this repayment to the College is handled via payroll deduction, spread over the period of the sabbatical. Repayment arrangements should be made with the provost's office prior to commencement of your leave.
 - b. Effect on salary/benefits – During your approved sabbatical semester (semester one), you will remain on the College's payroll and your gross pay and benefits will remain the same. The payroll deduction will have no impact on the College's retirement contribution. (Your W-2 will reflect the wages after the deductions, so you will be taxed on the lower amount.) The Provost's Office can provide more detailed information about this policy if needed. Please keep in mind that you will be personally responsible for the related taxes on the payments you receive from the funder.

During semester one, you will be paid your regular salary by the College, with a payroll deduction taken as leave-related salary offset. Because you will be on an approved sabbatical, your benefits will remain unchanged, and your normal employee contributions will be deducted from your paycheck.

During semester two, you will be taking an unpaid leave and will not receive any salary from the College. If you wish to continue your College benefits, you will have to pay the College for both your contributions plus the College's portion of medical, dental and contributory life contributions. The Human Resources office can provide information about the exact costs. The College will discontinue all contributions to your retirement account while you are on unpaid leave.