



Policy Title: **Unpaid Sabbatical Leave of Absence Policy**

Policy Number: PS 516

Purpose of Policy: To establish a policy for unpaid sabbaticals by full-time employees.

Applies to: All Full-Time Employees

1. If an opportunity arises for an employee to work or undertake a special project outside of Bellevue University for a period of a minimum of 30 days and not exceed 180 days, the employee may request an unpaid sabbatical leave of absence.
2. Sabbatical leave under this policy is unpaid.
3. The President of the University must approval all sabbatical leave under this policy. Each request for sabbatical leave must be presented in writing and will be reviewed on a case by case basis. The supervisor of the employee and the Vice President for the employee will present the request to the President of the University for approval or disapproval of the request.
4. The following general guidelines will apply, as determined by the President on a case-by-case basis:
  - a. Health, Dental Vision, Life, and other Insurance Benefits: Employees are eligible for University contributions to these benefits while on sabbatical leave. The employee can opt to continue his or her selected benefits for the agreed on time period if he or she pays the employee portion of the premium to the University. The University will submit the payments to the various insurance carriers on the employee's behalf. If electing to continue his or her benefits, the employee must submit a check representing the employee's portion of the monthly payment, made payable to Bellevue University no later than the 2<sup>nd</sup> of each month of requested coverage. Failure to submit timely payment will cause the employee's benefits to end immediately. All rules of the employee's health and insurance plans will continue to apply.
  - b. Tuition Remission: Tuition remission benefits and the time accrual for repayment obligations will be put on hold until the employee returns to work. If the employee does not return to work, the sabbatical time will not count as time worked for purposes of repayment and the employee will owe the amount of tuition from the date in which the sabbatical began.

- c. Vacation, Sick, and Personal Leave Accruals: Vacation leave and personal leave will continue to be earned and accrued and may be utilized during the sabbatical period. Sick leave will continue to be earned but may not be utilized during the sabbatical period.
  - d. Retirement Benefit Plan: An employee on an unpaid sabbatical leave under this policy does not have the opportunity to make payroll contributions and is not eligible for the Bellevue University matching contribution.
  - e. Employee Position: The employee and supervisor(s) understand that the employee's position may not necessarily be held open during the sabbatical leave and may not be available when the employee returns. If this is the case, the University will attempt to identify vacant, equivalent positions for which the employee is qualified and can be reassigned. Should the employee be unable to be reassigned or fail to return to work at the end of the approved period of sabbatical leave, the employee will be terminated. When an employee returns to work, his/her original seniority date will apply as long as s/he remains employed with the University for at least six (6) months following their return to work.
5. Sabbatical leave under this policy is not intended to be an extension of sick leave, Family and Medical Leave Act (FMLA) leave, short- or long-term disability (STD/LTD) leave, or any other current leave benefit provided by the University—except for the potential usage of vacation leave and/or personal leave as described above. This policy does not constitute a guarantee of continued employment. Employment with the University is on an at-will basis.

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Supporting Documentation: Employee Handbook

Keywords: sabbatical, leave, unpaid leave, employee

Responsible Office: Human Resources

Contact Information: Human Resources  
402-557-7351

Approved by: Dr. Mary Hawkins

Effective Date: May 1, 2018

Review Cycle and Dates: This policy statement is new.

APPROVED:

/signed/  
Dr. Mary Hawkins, Bellevue University President

5/1/2018  
Date