

**AMERICAN LIBRARY ASSOCIATION  
PERSONNEL POLICY MANUAL**

Item Number 604

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SABBATICAL LEAVE

Reviewed and  
Reissued 11/15/22

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Regular full-time and part-time exempt staff members who have been on the staff a minimum of seven years are eligible to apply for sabbatical leave.

Individuals hired for and working on grant-funded projects are ineligible for sabbatical leave.

Sabbatical leaves are granted for study, research and investigation, travel, or other work of a professional nature that has a direct and clear benefit to the employee's scope of work and unit upon their return

Eligible employees desiring sabbatical leave must apply for the leave in writing preferably one year in advance but not later than March 1, for implementation in the next fiscal year. The applicant should give a full description of the purpose of the leave indicating what they hope to accomplish and stating the dates they wish the leave to begin and end.

The request should be submitted to the employee's supervisor who will forward it with a recommendation for approval or disapproval from the appropriate department head to the Executive Director and Human Resources Director along with a proposal for maintaining an adequate level of service in the affected unit.

Availability and final approval of sabbatical leaves are subject to the discretion of the Executive Director.

Sabbatical leaves are granted for a sustained period of time, from four months at full pay up to a maximum of eight months at half pay. (The total may not equal more than the equivalent of four months' full pay.)

Sabbatical leaves are not taken on a part-time basis. Any staff member taking sabbatical leave is expected to return to the staff for at least one year of service after the leave and to provide the Executive Director with a written report describing activities undertaken and outcomes, including learning achieved or attained during the sabbatical leave within three months after returning. Prior to taking a leave, the employee must reconcile any advances, expense statements, etc.

All benefits in force at the time the sabbatical leave begins will be applicable, on a pro-rata basis (i.e. if taking eight months at 1/2 pay all medical, dental, premiums would remain the same), during the sabbatical leave.

# American Library Association

Exhibit A

## Sabbatical Leave Form

The American Library Association grants sabbatical leaves to regular full-time and part-time staff members who have been on the staff a minimum of seven years for study, research and investigation, travel or other work of a professional nature. Employees desiring sabbatical leave must apply for the leave in writing preferably one year in advance but no later than March 1, for implementation in the next fiscal year.

*Employee Name:* \_\_\_\_\_

*Unit/Department:* \_\_\_\_\_

*Begin date:* \_\_\_\_\_

*End date:* \_\_\_\_\_

*Four (4) months (full pay)* \_\_\_\_\_ *Eight (8) months (1/2 pay)* \_\_\_\_\_

Give a full description of the purpose and what is to be accomplished during this sabbatical leave on separate piece of paper and attach to this form.

Sabbatical leaves are not taken on a part-time basis.

I agree to return to ALA as a staff member for one year of service after the sabbatical leave and to provide the Executive Director with a written report describing activities undertaken during the sabbatical leave within three months of returning.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Department Head**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Executive Director**

\_\_\_\_\_  
**Date**