



April 6, 2020

Sabbaticals: Deadline to Request Cancellation of In-Progress Spring 2020 Sabbaticals & Plans for AY 2020–21

Dear Colleagues:

This memorandum updates the portion of my CalMessage of March 30, 2020 on academic personnel matters in the wake of COVID-19 that pertains to sabbatical leave. Specifically, feedback from deans and department chairs indicates that it will facilitate planning and responding to the current crisis if a deadline is set by which faculty who wish to cancel their spring 2020 sabbaticals and have their sabbatical credits returned must submit their requests. That deadline is **April 13, 2020**. Additionally, this memorandum addresses sabbaticals for the next academic year (*i.e.*, the academic year commencing July 1, 2020; hereafter, AY 2020–21).

To repeat and update the sabbatical portion of the March 30th CalMessage: Faculty on sabbatical leave during spring 2020 may find the purpose of their sabbatical frustrated by the COVID-19 pandemic (they, *e.g.*, must cancel data collection efforts due to travel restrictions, the closing of facilities, etc.). Faculty who have had their sabbatical so frustrated can apply to cancel their sabbatical and have the sabbatical credits they were using for their sabbatical returned to them. Faculty who cancel a sabbatical are expected to be fully engaged in their University duties for the remainder of the semester to the extent possible. The possibility that some instructors will become ill as a consequence of COVID-19 or otherwise not be available to complete their teaching and educational duties this spring means that those faculty who have canceled their sabbatical could find themselves called upon to substitute for those instructors or otherwise asked to pitch in. By requesting to cancel their sabbaticals and have their credits returned, faculty are agreeing to assist as needed in terms of ensuring the University fulfills its educational mission and its obligation to its students.

Requests to cancel sabbatical must be submitted electronically to the head of one's unit **no later than 5:00 pm, April 13, 2020**. Department chairs should forward, with comment and/or endorsement, to their dean's office. Deans should forward, with comment and/or endorsement, to the Academic Personnel Office (APO). A request must provide a brief explanation of how or why the purpose of the sabbatical was frustrated and a statement of what the faculty member will be doing as part of fulfilling their University duties.

As a reminder: for those faculty on a full-year sabbatical (*i.e.*, all of academic year 2019–20), only the spring portion can be canceled.

The rationale for imposing a deadline is that a cancelled sabbatical entails an agreement to resume as much of one's normal faculty duties as practical. At this time of emergency, department chairs and deans need to know now who is available to take on various duties, including, as noted, serving as substitute instructors for faculty who fall ill, are overwhelmed by childcare duties, or otherwise are not available to fulfill their teaching obligations. Further, as already on-duty faculty juggle the demands of moving their courses to remote instruction, childcare duties, etc., it may be appropriate and desirable to reassign service duties to faculty who have cancelled their sabbaticals.

I recognize that, for some faculty whose sabbaticals have been frustrated, the reasons for frustration—illness, childcare responsibilities, etc.—may also make it difficult for them to take on other duties. Those faculty should consider availing themselves of the **administrative leave**

policy (details may be found at https://apo.berkeley.edu/sites/default/files/2020-03-26_3rd_issuance_covid-19_leave_guidance_for_supervisors_of_academic_appointees.pdf) As a quick summary, that policy provides 16 days for all employees for the following purposes:

1. When an employee is unable to work due to the employee's own COVID-19-related illness or that of a family member;
2. When an employee is unable to work because the employee has been directed not to come to the worksite for COVID-19-related reasons and/or the work site has implemented a COVID-19-related remote-work program or is under a shelter in place order and it is not operationally feasible for the employee to work remotely;
3. When an employee is unable to work because a COVID-19 related school or daycare closure requires the employee to be home with a child or dependent, and it is not operationally feasible for the employee to work remotely or in conjunction with the childcare commitment.

The 16 days is inclusive of the 14 days of administrative leave previously announced. Further detailed guidance regarding application for and use of administrative leave has already been sent to deans and chairs. If employees or departments have immediate questions about the administrative leave policy or have an employee who wishes to apply for leave, please contact APO. Please keep in mind (i) that the use of this paid administrative leave must **not** adversely affect the delivery of essential University services, **which includes instruction** and (ii) requires approval of one's department chair or school dean.

Turning to **sabbaticals in AY 2020–21**: although we all hope and pray that life will return to normal or approximately so soon, it would be prudent to plan for the strong possibility that the disruptions of the COVID-19 pandemic will last into the fall 2020 semester and perhaps even beyond. Those faculty who have had sabbatical leave approved for fall 2020 are, thus, strongly advised to assess their sabbatical plans against the possibility of ongoing disruption. If you judge it wise to postpone going on sabbatical, please advise your department chair or school dean as soon as possible so that your chair or dean can factor your availability into planning for the fall 2020 semester and ensure you are assigned duties that are commensurate with being fully on duty. An additional option for those faculty with approved full sabbatical leave in fall 2020 is to consider, instead, a sabbatical in residence (see [Section 740–8b of the Academic Personnel Manual](#) for details on sabbaticals in residence). If you wish to convert your planned full sabbatical to a sabbatical in residence, please contact your department chair or school dean as soon as possible. Deans and chairs should set deadlines for being notified of changes so that they can plan accordingly; failure to adhere to that deadline means the faculty member will be considered to be on the previously approved sabbatical leave, using sabbatical credits, regardless of subsequent disruption or frustration. In this regard, please note that, because, unlike this spring, we can readily forecast possible disruptions in fall 2020, the campus is unlikely to be as generous in allowing faculty to cancel sabbaticals in progress during AY 2020–21 as we are being for spring 2020.

Additionally, as described in Chancellor Christ's CalMessage of April 1, 2020, the adverse consequences of the COVID-19 pandemic for the campus's budget in AY 2020–21 will be significant. It obviously relieves pressure on the budget to have fewer faculty on sabbatical leave. Furthermore, the potential for ongoing disruptions due to COVID-19, including instructor illness, means units may wish to have as many faculty on duty as possible to ensure instructional resilience and maintain our ability to fulfill our educational mission. For all these reasons, chairs and deans are asked to utilize discretion in granting new sabbatical requests

for fall 2020 or spring 2021. In this regard, please remember that [Section 740-16b of the Academic Personnel Manual](#) stipulates that “A sabbatical leave shall be granted only at a time when it will not disrupt the teaching program or other vital operation of the University.”

If you have any questions, please contact the Academic Personnel Office.

Sincerely,

A handwritten signature in blue ink, appearing to read "B. E. Hermalin", is positioned to the left of a vertical line.

Benjamin E. Hermalin
Vice Provost for the Faculty

cc: Heather Archer, Assistant Vice Provost & Executive Director of the Academic Personnel Office