Frequently Asked Questions

Based on a 2019 Survey of ANR Members

Sabbatical leave: “How to apply for it; who are university contacts for info; what are vacation/sick leave when on sabbatical; what's the reporting required; how do sabbaticals become incorporated into the merit/promotion package; what is a range of acceptable sabbatical work plans that have been done in the past; how does one prepare for a long leave?”

The word on Sabbatical Leave:

Academics accrue (4) sabbatical credits per year or (1) credit per quarter. To take sabbatical leave, (9) sabbatical credits are ***used*** per quarter or (36) credits per year. Academics are encouraged to begin planning for sabbatical leave at least a year or more in advance to allow time for the review and approval process. Sabbatical plans [*(simple template can be found here*](https://ucanr.edu/sites/anrstaff/files/162249.docx)) shall first be discussed and reviewed with your county director (CD). Any concerns with conflict of commitment and plans to address such concerns should be also discussed with your CD and included in the plan. Typically, academics take sabbatical leave all in one time period; however, other arrangements may be proposed for approval.

The website: <https://ucanr.edu/sites/anrstaff/Personnel_Benefits/Academic_Personnel/Sabbatical_Information/>

HR Contact: Tina Jordan, tljordan@ucanr.edu

Click [here](https://ucanr.edu/sites/anrstaff/files/252995.pdf)to review a sabbatical leave report.

Click here for a webinar on the experiences of others: <https://ucanr.zoom.us/rec/play/u8B5IruprzM3T4eXsQSDUacoW9S8fKqs1nQb__ZcyU21UXMDMFWuZbNHZ7TFiFY4HqoJYUo7TkZRyICQ?continueMode=true&_x_zm_rtaid=bdniJLgYS8i3FmFRRIOx8A.1598566698627.367d8fbf97a40916644a4397bc169d2c&_x_zm_rhtaid=84>

Travel awards to attend professional meetings: “How to apply, how much is available, whether it's for special circumstances or is it available to anyone, whether it can be used for international travel”

The word on Travel awards: Travel expense reimbursement to attend professional society meetings is subject to approvals from the source providing the funds. All requests must be submitted to the appropriate source on the Professional Society Meeting Reimbursement Approval Request Form.

The website: <https://ucanr.edu/sites/anrstaff/files/76179.pdf>

## HR Contact: Tatiana Avoce, tavoce@ucanr.edu

Future FAQs Topics: Availability of medical options for remote parts of the state; valuing administrative/supervisory obligations for non-CD academics; access to educational benefits; help with immigration status for international academics.