



UNIVERSITY OF THE INCARNATE WORD

COVID-19 Pandemic Voluntary Administrative Sabbatical Program

Effective Date: Start: July 1, 2020 – End: July 31, 2021
Application Deadline: June 15, 2020

PURPOSE

The purpose of the voluntary administrative sabbatical program is to allow tenured and tenure-track faculty to volunteer for an unpaid temporary leave of absence due to the COVID-19 pandemic. The voluntary administrative sabbatical will begin July 1, 2020 or August 1, 2020 (if on a 9-10 month contract) and continue until July 31, 2021. This program sets forth the framework under which employees can voluntarily apply for an unpaid sabbatical.

SCOPE

All full-time, Texas based, tenured and tenure-track faculty are eligible to apply for participation in this program. Generally, faculty occupying essential, critical, or hard-to-fill positions, or with critical knowledge or skills, may not be approved to participate. The approval of the Dean, Provost, and Human Resources will be required. Faculty participation in the voluntary sabbatical program is not an entitlement and is subject to the approval and discretion of UIW.

During the voluntary sabbatical furlough period, the faculty employee:

- does no work for UIW and receives no pay;
- remains a university employee;
- must complete form to engage in outside work;
- must continue to comply with all provision of the employee handbook;
- is ineligible to apply for unemployment compensation;
- is ineligible to apply for Federal CARES Act weekly supplement of \$600;
- is eligible to continue insurance benefits through COBRA;
- is eligible for educational benefits for children.
- retains accrued vacation and sick hours (additional time will not accrue); and
- retains university service date during sabbatical.

ELIGIBILITY

To be eligible for the voluntary administrative sabbatical program, faculty must have been offered an opportunity to participate and have not submitted notice of resignation or received notice of separation prior to the voluntary administrative sabbatical offer. If there are more volunteers than needed, and all are equally good matches, UIW will process voluntary sabbatical applicants in order of seniority by college/program and the business need of the department in which the employee is assigned. Volunteering for a sabbatical through this program is strictly a voluntary action on the part of any faculty employee to

whom this option is offered.

STATE UNEMPLOYMENT COMPENSATION

Faculty participating in this program will be ineligible for unemployment benefits. Nonetheless, employees may still file a claim for state unemployment compensation. The University will not contest the claim as long as the employee did not decline a request to return to work. Eligibility for and amount of unemployment benefits are determined by the State of Texas. For more information on Texas unemployment benefits can be found <https://www.twc.texas.gov/jobseekers/eligibility-benefit-amounts> .

EMPLOYEE BENEFITS

Employees may continue their university health, dental, and vision benefits through COBRA.

Employees on administrative sabbatical may continue to participate in the tuition benefit programs including tuition waiver, tuition exchange, and tuition discount programs.

OTHER EMPLOYMENT

Should employees approved for a voluntary administrative sabbatical decide to accept other employment, they are required to follow the reporting guidelines as defined in the Employee Handbook, Section 7.9 Other Employment Policy.

RESIGNATION DURING ADMINISTRATIVE SABBATICAL

Should an employee on sabbatical decide not to return, the employee may resign during the sabbatical and receive compensation for accrued but unused vacation if applicable.

RECALL FROM SABBATICAL

If university operations require early recall from voluntary sabbatical, a minimum of two-week notice will be provided for the faculty to return to work.

END OF SABBATICAL PERIOD

At the end of the sabbatical period, if the faculty has not been recalled, the faculty member will be guaranteed reinstatement with full salary and benefits.

TEMPORARY PROGRAM

This temporary program in no way operates to amend or modify any portion of the Faculty Handbook and is intended as temporary COVID-19 pandemic program. All other provisions of the Faculty Handbook remain in full force and effect.