

Guide to Sabbaticals

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Contents

Guide to Sabbaticals.....	0
Purpose	2
Eligibility	2
Application process and timelines	4
Approval and deferral process	4
Approval	4
Deferral.....	5
Interruptions	5
Sick/pregnancy/parental leaves	5
Outside employment during sabbatical leave	5
Benefits and pension	6
Out of country coverage	6
Reporting requirements	6

Note: In the event there is a conflict between the contents of this Guide and a collective agreement provision, the collective agreement provision is the authoritative source for the information.

Purpose

The University and Association agree that a paid leave of absence, for tenured faculty members to expand their experience for intellectual vibrancy and or for academic refreshment is a benefit to the University and its students.

In addition to the previously established importance that the sabbatical leave represents to the faculty and the university, the leave is intended to allow for the devotion of additional time to scholarship, and/or research and/or creativity and/or to acquire relevant experience in areas related to their specialization, with the objective of enabling them to make their teaching more complete and more appropriate to the needs of their department or other units within the University.

Sabbatical leave immediately following a Chair or Directorship is to allow for time to re-establish or enhance research, and/or teaching skills prior to their return.

Eligibility

Tenured faculty members will be eligible for sabbatical after acquiring the requisite accumulation of credits as prescribed in the schedule below:

- Accrual of sabbatical credits for probationary and tenured faculty is at one sabbatical credit for each half year of full-time service. One teaching term is equivalent to one half year of service for faculty.
- Acting Assistant Professors accrue a $\frac{1}{2}$ (0.5) sabbatical credit per half-year
- The maximum period of accrual is 2 terms per year.
- Chairs/Directors will be granted an extra $\frac{1}{2}$ (0.5) credit for each half year in their first year of appointment and an additional $\frac{3}{4}$ (0.75) sabbatical credit per half-year for years two and three (and years four and five, if they extend their appointment to five years).
- Faculty members hired into the tenure stream immediately following a LTF appointment will receive $\frac{1}{2}$ (0.5) credit for each half year spent as an LTF. The maximum such credit allowed is 2 credits.
- Faculty members on pregnancy/parental leave and secondments accrue full sabbatical credits.
- With the exception of the above, faculty members on leaves with or without pay of six months or more (including period of time on Long Term Disability) do not accrue sabbatical credits.
- Sabbatical credits may be used by **tenured** faculty members, for sabbatical leave as follows:
 - Half-year leave at 85% salary, 6 credits
 - Half-year leave at 90% salary, 7 credits

- Half-year leave at 95% salary, 8 credits
 - Half-year leave at 100% salary, 9 credits
 - Full-year leave at 85% salary, 12 credits
 - Full-year leave at 92.5% salary, 14 credits
 - Full-year leave at 100% salary, 16 credits
- Notwithstanding the above, the first career sabbatical for a tenured faculty member is at 100% salary. Thus, the first career sabbatical may be taken as a full year sabbatical at 100%, utilizing 12 credits. It may also be taken as two half-year sabbaticals, utilizing 6 credits each. If the member elects to split the first career sabbatical into two half-year sabbaticals, the second half-year sabbatical can be combined with credits accrued since returning from the first half-year sabbatical to create a full year sabbatical.
 - Credits may not be used prior to their accrual.
 - Credits may be used as the faculty member chooses; those credits not used are retained for future sabbaticals.
 - Regardless of the number of credits remaining after a sabbatical is taken, a faculty member must serve for at least half a year after taking a half-year sabbatical leave, and at least one year after taking a one-year sabbatical leave before taking another sabbatical. This requirement does not apply to faculty who resign or retire on conclusion of their sabbatical. The only exception to this would be in a case where a tenured faculty member, completing the second half of their first career sabbatical leave at 100% salary which was taken as two half-year sabbaticals as described above may, with sufficient credits, immediately take a third half-year sabbatical leave. Paid sabbatical leaves may not be taken for longer than one year at a time.
 - Sabbatical credits are pro-rated for faculty members on a reduced workload.
 - For faculty members who normally teach an uneven number of courses across an academic year the following will apply: For full year sabbaticals taken across two academic years, the total number of courses taught in the two years shall not exceed the faculty member's normal teaching standard. For half-year sabbatical leaves, in the corresponding teaching term the member will not teach more than 2 courses. The sum of teaching in the current and next half year of the sabbatical leave cannot exceed the faculty members normal teaching standard.
 - Entitlement to increment will not be interrupted while a faculty member is on leave, except as provided for in Article 13 and Appendix A, paragraph 6 (i.e. not entitled to CDI if on LTD and the leave is greater than 6 months).
 - Faculty participating in the Phased-In Retirement Program (PRP) under Article 19.2 are not eligible to take a sabbatical during the two-year period of the PRP.

Application process and timelines

- Faculty members must apply in writing using the University supplied form (found at [Forms for TFA Members - Faculty Affairs - Toronto Metropolitan University \(TMU\)](#)).
- Completed application is to be submitted to the faculty member's Chair/Director by October 15 prior to the academic year the member plans to start their sabbatical leave.
- Faculty members will be asked to attach a full description of the project and activities to be undertaken while on leave, ensuring it addresses the following:
 - Expected concrete outcomes of the sabbatical, including a description of material expected to be produced, or work or study to be completed (as stated above).
 - Relevance of the sabbatical to your professional development.
 - Relevance of the sabbatical project to your unit, students, and the University and how the outcome(s) will be shared with your academic unit.
 - Work schedule (indicate time periods and location for each segment of project, if applicable).
 - The name and location of any institution/employer/laboratory with which you will be affiliated, and copy of letters of acceptance from them (if applicable).
 - Details, nature, and amount of any paid work to be undertaken during leave, indicating changes from normal level of such paid activities. As with any paid professional activities outside the University, the conditions in subsection 7.4 of the Collective Agreement apply, and any attached statement in that regard will be considered written notice to the Dean.

Approval and deferral process

Approval

- Application for sabbatical must be submitted to the Department/School Chair/Director by October 15th prior to the academic year in which they plan to take their leave and approved by the tenure stream faculty members (not Departmental Council) of the applicant's department/school and the Dean.
- The applicant will be advised by January 31st of the University's decision through the office of the Vice-Provost, Faculty Affairs.
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- Approval and review of the application shall not take into consideration factors which may later result in a deferral in a given year. See below (Article 6.1 O)

Deferral

- Deferral of a sabbatical is only in exceptional academic circumstances. Where exceptional circumstances occur, the Chair/Director and the faculty member(s) whose leaves were approved will agree to a schedule acceptable to all. In circumstances where agreement cannot be reached, the following order of priority will be followed:
 1. Any faculty member who has had their sabbatical leave postponed has priority claim to sabbatical leave in the next period of half-year or full-year leave;
 2. Faculty members with the greatest number of credits;
 3. In the case of a tie, leaves will be granted by lot.

Interruptions

Sick/pregnancy/parental leaves

- When a full-year sabbatical is interrupted by pregnancy/parental leave, or sick leave of more than three months, or other such extenuating circumstances, and when such conditions or circumstances are documented by the member and approved by the University, such approval not to be unreasonably denied, sabbatical credits shall be returned to the member for time planned but not taken on sabbatical leave. In such cases, credits are rounded to the nearest 0.5 credit
- In cases of a half-year sabbatical, the above provisions apply, except that the length of interruption changes from 3 months to 6 weeks.

Outside employment during sabbatical leave

- Faculty members may engage in outside employment while on sabbatical.
- The outside employment may not interfere with the faculty member's leave obligations to the University.
- Faculty members are required to report to the University any outside remuneration received while on sabbatical, which would not have been received if the member had not been on leave. Faculty members are required to report this outside employment and remuneration at the time of application or in cases where there are substantive change(s) to the sabbatical plan.

Benefits and pension

- Faculty members on sabbatical will continue to participate in the medical, dental, extended health, Group Life Insurance and Long Term Disability benefits (LTD coverage is only available up to age 65). Faculty members have the option of contributing to the pension plan on their full notional salary or their actual salary while on leave.

Out of country coverage

- The current Out of Country emergency benefit covers members of the Association only for the first 180 days of absence out of the country. Note that currently, the clock restarts upon each return to Canada. This limit does not apply to other benefits, such as extended health care, dental, etc.
- Members of the Association who purchase, at their own expense, Out of Country emergency coverage, for periods beyond the initial 180 days, for up to a maximum of another six months, will be partially reimbursed by the University through the insurance carrier.
- The reimbursement will apply only to the premiums paid by the member, in whole or in part, for any period of time beyond the current 180 day cap.
- Proof of payment and original receipts must be submitted to the University in order to be eligible for any reimbursement.
- The Out of Country Reimbursement Fund will have a maximum dollar value of \$10,000.00 per each year of the agreement. Unused monies in any year shall be carried over into the next eligible year. However, in the event that the \$10,000.00 fund is used up prior to the end of any given year, the University shall not be required to top up the fund to cover any reimbursements which may be submitted.
- It is understood and agreed that the University is NOT providing coverage for any additional out of country emergency coverage beyond the current 180 day cap nor is the University responsible for facilitating coverage, negotiating premiums or undertaking any liability whatsoever in connection with this arrangement.

Reporting requirements

- Faculty members are required to provide to their Chair/Director and Dean a written report (“sabbatical report”) of activities undertaken and objectives accomplished while on sabbatical, including any outside remuneration received as explained above.
- The sabbatical report is to be provided during the first semester after returning from sabbatical.
- Any substantive change(s) to the approved sabbatical plan must be reported in the sabbatical report.