

VOLUNTARY RETIREMENT – TERMINAL SABBATICAL LEAVE POLICY

The University recognizes the length of service of full-time faculty and full-time staff who have satisfied 35 or more consecutive years of full-time employment with the University by offering a terminal sabbatical leave.

Full-time Faculty: To be eligible, full-time faculty must meet the 35 or more consecutive years of full-time employment requirement by the end of the fiscal year in which they plan to voluntarily retire. In addition, the last sabbatical leave taken must be more than seven (7) years prior to their voluntary retirement date.

The terminal sabbatical provides for continuation of wages and some benefits (as permitted according to University benefit plans and policies) for up to a six (6) month period. The employee's rate of pay for the terminal sabbatical leave period will be calculated using the rate of pay effective on the employee's voluntary retirement date.

Faculty and staff approved for a terminal sabbatical leave will not be eligible for the following during the terminal sabbatical period:

- Vacation time accrual
- Pay increases
- Additional compensation
- Other employment with the University for which they would receive compensation
- Office/Work space

Faculty and staff, while on a terminal sabbatical leave are excused from performing duties of any kind, during the period of leave, unless otherwise stipulated in writing.

As a pre-condition for receiving a terminal sabbatical leave, the faculty or staff member shall agree, in writing, to fulfill the requirements of the leave and vacate their position at and waive all claims arising out of their employment and all rights to subsequent employment at the University.

Faculty and staff who are planning to voluntarily retire and who have met the eligibility requirements as outlined above, should provide written notice to their immediate supervisor, Dean, Vice President, and Human Resources no less than three (3) months in advance of the effective retirement date.

The University reserves the right to abolish, modify or suspend this policy as deemed necessary by the University. Notice of such will be provided to employees.