
**CAS GUIDELINES:
SABBATICAL SUPPLEMENTS**

GUIDELINE:

Salary

Salary Supplements to bring compensation up to 100% of a faculty member's annual rate during sabbatical are generally allowable if paid from outside sources. Funds from outside sources are defined as state and federal grants, awards from private foundations, and endowments for chairs and professorships.

A salary supplement from other UO funds is typically allowable only for services rendered at the request or convenience of the institution.

According to UO policy, all sabbatical travel (transportation, meals, lodging and miscellaneous) has to be pre-approved by the VP for Academic Affairs, and, when grant funds are involved, by the Research Office as well. A memorandum issued September 23, 2014 sub-delegated this authority to the CAS Dean's Office. The CAS Dean delegated this authority to Department Heads on October 1, 2014.

RELATED DOCUMENTS:

OAR 580-021-0240: "Staff members on sabbatical leave may supplement their sabbatical salaries to a reasonable degree, provided that such supplementation strictly conforms to the stated and approves purposes of the sabbatical leave."

FASOM 11.01: "Reimbursement for travel expenses incurred during sabbatical or other types of leave is warranted only in exceptional circumstances."

[Sub-delegation of Authority – Travel while on Sabbatical Leave and LWOP](#) – Sr. Vice Provost Memo

[Sub-delegation of Authority – Travel while on Sabbatical Leave and LWOP](#) – CAS Dean's Email
[Previous Policy](#)

UPDATED: 12/15/2014