



OFFICE OF THE PROVOST

**Sabbatical Handbook Frequently Asked Questions
Revised January 2, 2023**

Q. If, for reasons of convenience to the University or through special approval at my request, I take a sabbatical in a year other than the year of my sabbatical class, is my sabbatical class year then changed?

A. Your sabbatical class will not change if you are approved for a one-year delay to your regularly scheduled sabbatical. To request a postponement of a sabbatical, complete the Request for Change in Sabbatical Status Form. Your sabbatical class may change if further delays occur which may happen for a faculty in an administrative role such as a chair position. Changes in sabbatical class will be determined by the Office of the Provost.

Q. What is my net salary after sabbatical reduction?

A. For a faculty member on a nine-month contract, net salary after sabbatical reduction for a two-semester sabbatical is 50% of the base salary for the sabbatical year. For a one-semester sabbatical, there is no salary reduction.

Q. Does Marquette health insurance coverage present any special problems?

A. The location of the sabbatical may impact available Marquette health insurance coverage. The only coverage for services outside of the United States would be for emergency services (not) preventive or elective services. For other covered services, members may have access to limited in-network or out-of-network providers depending on the location of the sabbatical. Most times qualified expenses would be paid by the employee and submitted for later reimbursement.

Q. How does a sabbatical leave affect my retirement fund?

A. Contributions to your retirement fund during the sabbatical year are adjusted to correspond with any reduced sabbatical salary. Additional personal contributions remain at the stated level unless suspended by the individual.

Q. Does a sabbatical leave affect the amount of Group Life Insurance coverage for the sabbatical period?

A. The amount of insurance coverage is based on salary of the previous year. It remains at the same one, two, three, or four times the base salary of that year that the faculty member had selected.

Q. Can insurance benefits be suspended during the sabbatical period?

A. All insurance benefits can be suspended for up to one year. Benefits at Marquette are automatically reinstated upon return with no loss of status. If the faculty member wants to suspend any of their insurance benefits during the sabbatical, it is important that the faculty member contact the Human Resource department in advance by emailing benefits@marquette.edu.

Q. Can I afford to take an academic-year sabbatical?

A. While the amount of gross income reduction between an academic-year sabbatical and a one-semester sabbatical may be large, the net (after tax) difference will be smaller due to the combined effects of progressive federal and state income tax rates. Since individual situations with respect to income taxes vary considerably, it is difficult to generalize. Faculty members may also make up at least part of any salary loss by securing external or “outside” funds to support the sabbatical. Individuals are advised to explore this matter prior to deciding whether to take a one-semester or full academic-year sabbatical.

Q. When should I begin looking for “outside” funds to support my sabbatical plans?

A. You should try to begin looking for external research support at least two years before your scheduled leave. The Office of research and Sponsored Programs should be contacted as early as possible in planning your sabbatical. All schools and disciplines have their own research support agencies which can be explored for funding. Research support programs by other universities for faculty on leave are often advertised in the Chronicle of Higher Education. The Office of Research and Sponsored Programs is also able to provide information on government and other extramural programs, and suggestions on other aspects of your search for sabbatical funding.

Q. Am I allowed to keep money in the form of salaries, grants, research stipends, and other extramural support even though, when combined with my sabbatical salary from Marquette, the total exceeds my regular, annual income?

A. Let’s consider a hypothetical case. Professor X’s annual salary is \$80,000. They take a two-semester sabbatical which means that the professor receives \$40,000 from Marquette for the year. Professor X succeeds in getting a special research position at another university, which pays them \$18,000 and provides an additional \$12,000 for expenses. All financial burdens, such as maintaining a second home or apartment, or travel on the part of the family, or travel on the part of the professor back and forth to Milwaukee to be with their family, and so on, are legitimate expenses. Only in the event that a professor’s income from sabbatical leave exceeds their contracted University salary, after deducting all sabbatical-related expenses, would the University expect that this be reported so that an adjustment could be made in the University’s sabbatical pay.

Q. What factors should I consider in choosing to rent or sublease my dwelling?

A. Check your insurance policies and your mortgage agreement. Some policies and mortgages have special rental/sublease provisions. Contact your agent; you may need additional or different insurance protection. If you choose to rent or sublet your dwelling, consider the following:

- You may consider a local rental agency/security firm as a source of useful information.
- You may want to demand that your renter take out a “contents and liability” policy to protect your house and its contents. If you do, request a copy. Check: does this policy cover specific damages that may be incurred or about which you are worried?
- Consider running a credit check on potential renters.
- If you opt to leave your dwelling unoccupied for all or part of your sabbatical, you may want to consider the use of a security system or arrange to have a security firm visit periodically.