

Universiti Tunku Abdul Rahman			
Policy Title : POLICY ON SABBATICAL LEAVE			
Policy Number : POL-DHR-004	Rev No: 4	Effective Date: 12/9/2017	Page No: 1 of 6

- *This policy is applicable to cases where qualified staff members apply for sabbatical leave for a specified period of time.*
- *This policy may be amended from time to time at the sole discretion of the Staff Development Committee and with the approval of the President.*

1. Definition

Sabbatical leave is a paid leave of absence for a specified period, to allow academic staff an opportunity to engage in research or other scholarly or creative activity or study related to an individual's academic or professional field, which will enhance his ability to contribute to the research or teaching activities of the University. The sabbatical leave is to be considered as a privilege granted to a staff member and is granted only at the sole and absolute discretion of the University.

2. Eligibility

- 2.1 A confirmed academic staff member on regular employment holding the position of Lecturer and above is eligible to be considered for sabbatical leave after serving three (3) years of continuous full-time service.
- 2.2 The interval period between each sabbatical leave shall be a minimum period of three (3) years of continuous full-time service from the completion of the previous sabbatical leave.
- 2.3 A staff member who had been granted research leave or leave for industrial attachment or approved to undertake a staff exchange programme during the year shall not be eligible for sabbatical leave for that particular year. The interval period between the sabbatical leave and research leave or leave for industrial attachment or staff exchange programme shall be at least six (6) months upon the completion of the research leave or leave for industrial attachment or the staff exchange programme.
- 2.4 A staff member who had been granted leave for industrial attachment shall be required to have a minimum period of three (3) years of continuous full-time service from the completion of the leave for industrial attachment to be eligible to be considered for sabbatical leave.
- 2.5 A staff member shall not be more than 57 years on the date he completes the sabbatical leave.
- 2.6 Subject to the approval of the President, the University may waive the normal eligibility requirements if there are conditions which justify the granting of the requested sabbatical leave.

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3. Duration

The staff member may be granted sabbatical leave of up to a maximum of four (4) calendar months per sabbatical.

4. Terms and Conditions

- 4.1 The staff member is required to discharge the teaching and other responsibilities for the year before taking the sabbatical leave. Normally, the sabbatical leave is to be taken during the beginning of a semester so as not to interrupt the scheduled teaching responsibilities.
- 4.2 The staff member will continue to draw his full basic salary during the period of the sabbatical leave.
- 4.3 The University will not grant any additional allowances.
- 4.4 While on sabbatical leave, the staff member may not accept remunerative employment without the written consent of the University. Fellowships, assistantships or similar institutional stipends shall not be considered remunerative employment.
- 4.5 The staff member on sabbatical leave out of Malaysia is required to take up additional personal medical and travel insurance coverage at their own expense.
- 4.6 The staff member on sabbatical leave is eligible for consideration for promotion or upgrading, bonus and any general or special adjustment in salary received by other staff of the University.
- 4.7 Upon completion of the sabbatical leave, the staff member is required to return to the University and assume his faculty position for a period of twelve (12) months.
- 4.8 It is the duty of the staff member to inform the Head/Dean at least one (1) month before the end of the sabbatical if he/she is unable to return to service the day after the end of his/her sabbatical leave due to unforeseen circumstances and he/she may apply for annual leave for the days before his return to service.
- 4.9 In the event the staff member does not return to the University upon completion of the sabbatical leave or resigns before completion of the service bond period of twelve (12) months, he shall repay to the University an amount equivalent to the salaries received by him during the sabbatical leave.
- 4.10 The staff member is required to sign an agreement with one guarantor with the University on the terms and conditions governing the sabbatical leave granted.

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- 4.11 The staff member is required to submit to the Faculty Board a detailed Sabbatical Plan.
- 4.12 The staff member is not allowed to change the programme or the venue of programme of the sabbatical leave without prior written approval from the University.
- 4.13 There will not be any accumulation of earned annual leave for the staff member during the sabbatical leave period.
- 4.14 A staff member who wishes to defer the approved sabbatical leave on the grounds of personal reasons must inform the Head/Dean of Faculty three (3) months prior to the commencement of the sabbatical leave and such deferment must not exceed a total period of more than twelve (12) months. Also, deferment on grounds of exigency of service must not exceed twelve (12) months.
- 4.15 The staff is required to submit to the Institute of Postgraduate Studies & Research (IPSR) via the Head and Dean/Director, a full Sabbatical Leave Report of the research, creative work, publications or other results of the period of sabbatical leave. In general, the report is to be submitted within thirty (30) days after returning from the sabbatical leave. The copy of the Sabbatical Leave Report will be forwarded to the Division of Human Resource (DHR) for record purpose.
- 4.16 The staff member who does not submit the required post-sabbatical report within the time frame may not be eligible for subsequent sabbatical leave.
- 4.17 The staff member whose sabbatical leave was conducted not in accordance to the proposed sabbatical plan may not be eligible for one or more subsequent sabbatical leave.
- 4.18 The staff member is governed by UTAR Intellectual Property Policy on any publications and/or patents resulting from the research undertaken during the sabbatical.

5. Application Procedure

- 5.1 The application for sabbatical leave shall be made using the Sabbatical Leave Application Form which is available at the UTAR staff intranet web page under UTAR Form – DHR Forms.

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- 5.2 The application for sabbatical leave must be supported by a Sabbatical Plan consisting of the following:
- a. A brief description of the objectives of the leave.
 - b. Activities needed to achieve the objectives.
 - c. Expected professional and scholarly outcomes resulting from the sabbatical leave.
 - d. Copy of the invitation from another university or industry, if appropriate.
 - e. Copy of letter from supervisor on the progress of postgraduate studies, if appropriate
 - f. Statement of assurance from the sponsor that facilities are available to conduct the sabbatical leave activities, if appropriate.
 - g. Indicate source of funding and/or any external finances or sponsorship received.
 - h. Contributions to the Department/Faculty and the University as a result of the sabbatical leave.
- 5.3 The application for sabbatical leave shall be submitted at least three (3) months prior to the commencement of the sabbatical leave.
- 5.4 The Dean/Director/Head shall perform the Assessment on Staff Application for Sabbatical Leave (Appendix 1). The staff member must obtain a minimum score points of 1 to be eligible for the sabbatical leave.
- 5.5 If sabbatical leave is recommended, provisions should be made to cover the teaching duty of the applicant during his absence.
- 5.6 The application for sabbatical leave shall be submitted with the recommendation of the Head and Dean/Director to IPSR for verification before submitting to DHR for tabling to the Staff Development Committee.
- 5.7 Only duly completed forms with full details, recommendations and comments from the relevant Dean/ Director/Head and verification by IPSR, together with the relevant supporting documents will be accepted and submitted to the Staff Development Committee for consideration.
- 5.8 After the Staff Development Committee has made its recommendation and the President has made a decision, DHR shall inform the applicant of the decision in writing, and a copy of the letter shall be forwarded to the relevant Dean/ Director.

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6. Composition of the Staff Development Committee

The membership composition of the Staff Development Committee consists of:

- i. Vice President (Internationalisation and Academics Development) as the Chairperson
- ii. Vice President (R&D and Commercialization)
- iii. Registrar
- iv. Director of Division of Human Resource
- v. One Representative of Deans/Directors of Faculties/Institute/Academic Centres
- vi. One Representative of Management Divisions/Departments

7. Appeals

All appeals by staff members may be submitted to the President for consideration and whose decision in the appeal shall be final.

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APPENDIX 1
This section is to be completed by Head and Dean/ Director

ASSESSMENT ON STAFF APPLICATION FOR SABBATICAL LEAVE

PLEASE CIRCLE THE RELEVANT SCORE POINT/RESPONSE

No.	Items	Score Points	
		Head	Dean/ Director
	Is the application for sabbatical leave to conduct a research study funded by a research grant?	Yes / No	
	Is the application for sabbatical leave to complete PhD studies? Kindly indicate the possible date of completion of the studies.	Yes / No	
1	Technical merits of the sabbatical project The extent the sabbatical project contributes to scientific and technical excellence and also the advancement of knowledge within its field		
i	Excellent	3	3
ii	Good	2	2
iii	Average	1	1
iv	Poor	0	0
2	Contribution to UTAR for the past 3 years of service		
2.1	Amount of External Research Grant obtained		
i	External research grants of RM80,000 and above	3	3
ii	External research grants of between RM20,000 to RM80,000	2	2
iii	External research grants less than RM20,000	1	1
iv	No external research grant	0	0
2.2	Publication Number of international journal papers published and indexed in ISI or other international database recognized by UTAR		
i	7 papers and above	3	3
ii	4 to 6 papers	2	2
iii	1 to 3 papers	1	1
iv	None	0	0
2.3	Consultancy/Patent/Commercialisation The amount of consultancy or the number of patents awarded or commercialized services/productions i. Consultancy amount more than RM30,000 in the last 3 years, or ii. Patent, or iii. Commercialized products		
i	All of the above	3	3
ii	Only two (2) of the above	2	2
iii	Only one (1) of the above	1	1
iv	None	0	0
3	Applicant's Work Performance		
i	Excellent	3	3
ii	Exceeds Expectation	2	2
iii	Meets Expectation	1	1
iv	Needs Improvement/ Unacceptable	0	0
4	Comments (HOD):	Comments (Dean/Director):	
	Total Score Points		
	Average Total Score Point [(HOD + Dean)/2]		
	Average Score Point (Average Total Score Points/5)		

Assessed by

Assessed by

Signature of Head

Signature of Dean/Director

DHR-TD/tangwh