

Reference No. : CUCMS/HR/12-2 / (4)



Nurturing the Passion to Care

CYBERJAYA UNIVERSITY COLLEGE OF MEDICAL SCIENCES (CUCMS)

**SERVICE CIRCULAR NUMBER 4
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POLICY ON ACADEMIC SABBATICAL LEAVE

Registrar Office June, 2010

Copied to:
Chairman, In-Fusion Education Sdn. Bhd.
Chairman, CUCMS's Board of Governor.
President, CUCMS.
All Deans,
All Directors,
All Heads of Department,
All Staff

CYBERJAYA UNIVERSITY COLLEGE OF MEDICAL SCIENCES

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POLICY ON ACADEMIC SABBATICAL LEAVE

1.0 OBJECTIVES

The objectives of this policy are to

- 1.1 set clear procedures on Sabbatical Leave for academics of CUCMS (the University);
- 1.2 provide an opportunity for conducting scholarly or creative work which would increase their contribution to the enhancement of the Philosophy, Vision and Mission of the University;
- 1.3 enhance their standing in the discipline or profession; and
- 1.4 allow an opportunity for self-reflection and acquiring new skills that will lead to their personal developments.

2.0 DEFINITION

- 2.1 Sabbatical Leave is defined as a form of leave with salary but free from formal university tasks. During this period, academics can choose to undertake research or other appropriate study related to their academic or professional field, as part of a planned staff development or research programme.

3.0 REQUIREMENT AND ELIGIBILITY

Academics who are eligible for Sabbatical Leave must

- 3.1 be tenured, hold the rank of lecturer, senior lecturer, associate professor and professor and has been on active full-time service with the university for a period of at least three (3) years of service at the time of an initial Sabbatical Leave or subsequent to any previously granted Sabbatical Leave;
- 3.2 have a good record of attendance - this criterion may be waived in exceptional circumstances if it can be shown that there are other factors which should be taken into consideration; and
- 3.3 have a good record of performance (i.e. generally a performance marking of at least satisfactory in the most recent annual performance review).

- 3.4 This policy applies to all academic staff except expatriate, staff on probation and staff on fixed term employment of less than three (3) years of service.

4.0 DURATION

Duration depends on the number of years of continuous employment with the University:

- a) 3 years of service: maximum of 6 months sabbatical leave + 1 year contract
- b) 6 years of service: maximum of 12 months sabbatical leave + 2 years contract

5.0 CRITERIA

- 5.1 Sabbatical Leave specifically applies to the undertaking of a programme of work of direct relevance to the individual's work role(s).
- 5.2 Sabbatical Leave will normally, but not exclusively, be granted for one of the following purposes :
- 5.2.1 The pursuit of research or scholarly work either within the University or elsewhere, e.g. through visiting institutions, facilities or libraries in other parts of Malaysia or abroad;
 - 5.2.2 The pursuit of research or scholarly work which necessitates studying for a particular defined period;
 - 5.2.3 The undertaking of a Fellowship awarded by an external body whereby the individual retains his/her salary, with the award providing for full-time replacement activity during the period of the award;
 - 5.2.4 The completion of a book, case study or any other similar academic activities;
 - 5.2.5 The undertaking of a temporary position in the capacity as a faculty with another institution in this country or overseas;
 - 5.2.6 Retraining within a field of expertise which will enable the individual to extend his/her range of techniques, competencies and skills;
 - 5.2.7 The pursuit of experience from other leading edge institutions; and
 - 5.2.8 The release of an individual for a specific project which is of value to CUCMS;
 - 5.2.9 CUCMS reserves the right of ownership of all intellectual property created by an individual which arises as a consequence from research and development activity connected to and supported by CUCMS. Individuals who are involved in the development of Intellectual Property in conjunction with the host Institution / organisation may do so provided there is no conflict of interests with CUCMS.

6.0 PROCEDURES

- 6.1 Academics may request a period of sabbatical leave or it may be suggested through the Dean as a part of career development review;
- 6.2 Requests from academics should be made at least six (6) months in advance of the proposed start of a sabbatical period and before any commitment is made to the proposed host institution. Late applications may be accepted at the discretion of the Sabbatical Leave Committee / President;
- 6.3 Academics must fulfil the eligibility criteria for the scheme, and agree to all terms and conditions governing the scheme;
- 6.4 The duration and commencement date of the break must be agreed between the Dean and the academic; and
- 6.5 The sabbatical proposal form must be completed (a copy of this form can be located on the web) and forwarded to the Dean for recommendation and approved by the Sabbatical Leave Committee / President;
- 6.6 When assessing the application, the following will be taken into account:
 - 6.6.1 Consistency with staff development programme;
 - 6.6.2 Consistency with fair opportunities given to other staff;
 - 6.6.3 Planned work programme during the period of study and its relevance to CUCMS objectives;
 - 6.6.4 Work commitments in CUCMS and ability to deliver to agreed job and contractual objectives;
 - 6.6.5 Any consequential costs;
 - 6.6.6 Difficulties of filling the post on a temporary basis;
 - 6.6.7 The length of the requested sabbatical (this should balance the needs of the employee and the needs of CUCMS);
 - 6.6.8 Whether it will be possible for the academic to return to a similar / the same post;
 - 6.6.9 The planned outcomes of the period of leave, target dates for their achievement, and an evaluation of the likelihood that the proposed outcomes are realistic and will be achieved;
 - 6.6.10 The record of the applicant in meeting staff development and/or research objectives in the past; and
 - 6.6.11 The retention of the skills of the employee.

- 6.7 The academic will be notified by their Dean, of the decision concerning the application;
- 6.8 Academics wishing to apply under this scheme are advised to seek the advice of their Dean at an early stage;
- 6.9 Applicants should, where possible, have regard to seasonal workflow levels and apply for sabbaticals when work levels are expected to be acceptable. The Committee may have to decline applications if work levels are high or expected to increase;
- 6.10 Additionally, the overall number of academics on Sabbatical Leave at any one time in a business area may have to be limited;
- 6.11 Academics may request to be attached with any suitable institutions / organisations locally or abroad;
- 6.12 The Sabbatical Leave Committee's decision on the application is final.

7.0 FUNDING

- 7.1 Sabbaticals may be funded from external sources;
- 7.2 Academics who do not receive external funds, will be funded by the University inclusive of:
 - a) Return flight tickets

8.0 TERMS AND CONDITION OF SERVICE

A period of absence on a sabbatical shall not be regarded as a break in service and will count towards continuous service for statutory purposes.

- 8.1 Early return from sabbatical
Academics may be able to return earlier than anticipated from a sabbatical provided three months notice is given.
- 8.2 Resignation whilst on sabbatical
Academics are not allowed to resign unless they fulfil Sabbatical Leave contract on payment default in lieu.
- 8.3 Annual leave
Annual leave is accrued and taken in the normal way for academics taking paid Sabbatical Leave. Academics taking sabbatical leave on part pay shall accrue annual leave on a pro-rata basis and where no pay shall not accrue annual leave.
- 8.4 Relocation
Where a department is relocating, any academic on a sabbatical will be treated in the same way as other employees.

8.5 Disciplinary and Inefficiency Processes

If there is any formal action being taken under the disciplinary and inefficiency procedures (sickness and work performance inefficiency issues), then the academic will not be able to take a sabbatical break until the outcome of that action is known.

8.6 Default of the Contract

The period of bond will depend on the duration of the sabbatical leave taken:

8.6.1 6 months or less sabbatical leave: Employee will be bond for a period of one (1) year of service or payment of penalty amounting to RM 100 000.00 or six (6) months salary, whichever is lower.

12 months or less sabbatical leave: Employee will be bond for a period 2 (two) years of services or payment of penalty amounting to RM200,000.00 or 13 (thirteen months salary) whichever is lower in default of the contract.

9.0 RETURN TO WORK

9.1 Academics must confirm in writing their intention to return to work following a sabbatical giving CUCMS three months notice.

9.2 Academics returning to work following a sabbatical will be placed on the same or comparable terms and conditions (including grade) as they previously enjoyed.

9.3 If the academic returns to work within one year, where practical, the same job will be available. If the break is for one year the applicant may return to as similar a job as possible.

9.4 Where CUCMS cannot guarantee return to the same location/post where the academic previously worked, every effort will be made to accommodate his/her requests and personal circumstances.

9.5 Academics will, where appropriate, be included in the communication of any major organisational change affecting their group/team/department whilst on sabbatical.

10.0 COMMUNICATION WITH THE UNIVERSITY

10.1 Responsibilities of Academics

An academic participating in the scheme is responsible for

- a) notifying CUCMS in writing of changes of address or personal information;
- b) submitting progress report on time as required;
- c) ensuring the objectives of the Sabbatical Leave are achieved;

- d) giving CUCMS adequate notice of any request to return to work before the end of the agreed period of sabbatical;
- d) adhering to all staff disciplinary procedures and exceed to the sabbatical contract.

10.2 Responsibilities of Management

CUCMS will be responsible to

- a) provide staff notices etc of a significant nature to academics on sabbaticals;
- b) maintain the academic's right as per according to the sabbatical contract.

11.0 UNIVERSITY RIGHT

The university reserves the right to amend or to add new clauses to this policy as it deems fit.

This Circular is effective **1 June, 2010**.

Thank you.

"NURTURING THE PASSION TO CARE"

Yours sincerely,



(ASSOC. PROF. ISMAIL BIN MAT)
Registrar