4. Opportunities for University-Supported Leave
   a. sabbatical leave
      i. Faculty are eligible for sabbatical leave in the seventh academic year after completion of twelve semesters of full-time service at Brandeis University. Sabbatical leave is granted by the Provost, with the advice of the department chair and the appropriate Academic Dean, to faculty who have held the rank of Associate Professor with tenure or Professor with tenure for at least two semesters of full-time service. Sabbatical leave promotes study, research and/or creative work, and general professional improvement.
      ii. Faculty members submit their plans for sabbatical leave to their department chair. After consulting with the faculty member and other members of the department, the chair sends the proposal and his or her recommendation for leave to the appropriate Academic Dean. The Dean confirms the faculty member’s eligibility for sabbatical leave and sends his/her recommendation to the Provost for final approval. Neither the granting of an early sabbatical nor the postponement of a sabbatical entitles a faculty member to more or less than one year of sabbatical leave for each twelve semesters of full-time service. Sabbatical leaves may not be taken consecutively.
      iii. Sabbatical leave may be granted for two semesters at one-half salary, or one semester at full salary. Upon completion of a sabbatical leave, faculty are expected to return to full-time service at Brandeis University for at least two consecutive semesters.
      iv. Acceptance of a teaching or research appointment at another institution during a sabbatical year may be approved by the Provost if it contributes to the professional development of the faculty member. During sabbatical leave the university's contributions to health insurance and retirement programs are continued unless such payments are assumed by another institution. Payments are based upon the actual salary paid by the university.
   b. other programs and opportunities
      Other programs and opportunities for university-supported leave are administered by the office of the Provost.

5. Leaves of Absence
   a. professional and personal leaves of absence without pay
      i. Professional and personal leaves of absence without pay are granted by the Provost, with the advice of the department chair and the appropriate Academic Dean. Such leaves may be granted for one year and are not normally renewed for more than one additional year. Leave beyond one additional year must be requested of the appropriate Academic Dean by the department chair and approved by the Provost.
      ii. A written request for leave of absence without pay, or renewal of such leave, is made by the faculty member to his or her department chair, who sends the request and his or her recommendation to the Provost.
      iii. Professional leave involves significant scholarly or other activity that contributes to professional development. Personal leave involves circumstances that preclude significant scholarly or professional development. For the purpose of sabbatical eligibility, the semester(s) during which a faculty member is on leave are not considered toward years of service. For the purpose of tenure and promotion, the semester(s) during which an untenured faculty member is on professional leave count toward years of service in rank, while semesters on personal leave do not.
   b. Family and/or medical leave is granted in accordance with the provisions of the Brandeis Family and Medical Leave Act Policy.