
Savings from Sabbatical Leave (and other related leave)

Vice-President (Fredericton-Academic)

Guideline

1.0 Purpose

- 1.1 It has been a long-standing practice of the University of New Brunswick Fredericton Campus to budget for the expected level of savings resulting from the reduced salary cost of an AUNBT and related employee while on sabbatical, study or other administrative-type leave. These savings have formed an underlying assumption in our annual budget without which the Fredericton Campus would be required to fund annual operating costs from other sources.

2.0 Applicability

- 2.1 Fredericton Campus
- 2.2 This procedure applies to all salary savings resulting from the normal implementation of sabbatical or other similar (administrative-type) leave.

3.0 Definitions

- 3.1 None Applicable

4.0 Implementation

- 4.1 In a manner consistent with prior years, the Fredericton Campus shall continue its longstanding practice of budgeting centrally for sabbatical savings (including the savings of other similar leave).
- 4.2 These savings, as they materialize, shall not be available to the unit from which the faculty member or employee may originate. The Portfolio Manager shall experience neither a budget deficit nor budget surplus as a result of a faculty member or employee on such leave.
- 4.3 Budget Portfolios and Envelopes with AUNBT and Related positions annually budget for the nominal salaries of all approved positions. The budget for sabbatical savings is established annually within the budget Portfolio of the Vice-President (Fredericton-Academic) and actual savings are recorded similarly each pay period. This process provides Faculties with predictability and consistency while the central reporting of actual savings experienced is facilitated.

5.0 Interpretation and Questions

- 5.1 The Vice-President (Fredericton-Academic) office is located in Room 105 of Sir Howard Douglas Hall. Questions concerning this procedure may be directed to budgethelp@unb.ca.