

Sabbatical/Leave of Absence Policy

Definition & Purpose

Annual parking may be held for faculty with a valid UW Wiscard/UW Health ID on an approved sabbatical. UW Transportation Services will not hold parking for faculty who fail to provide the required sabbatical letter prior to leaving campus.

Sabbatical is a leave of absence granted to faculty for business travel or research as approved by the University of Wisconsin-Madison.

Policy

- UW Transportation Services must receive a letter signed by the Chancellor (on UW-Madison Department letterhead) stating that the faculty member has an approved sabbatical. The letter must state the time period for the approved sabbatical, Fall and/or Spring Semester. Without this documentation, parking will not be held.
- Prior to leaving campus, faculty must return permits before the payroll deduction is cancelled, refunds are processed or a hold placed on the annual parking assignment.
- Faculty who return permits prior to the fall semester will have a hold placed on their annual assignment and will be provided permits upon their return to campus.
- Faculty who return permits prior to leaving for sabbatical for the spring semester will be provided a refund if appropriate (refer to Payment/Refund/Cancellation Policy) and will qualify for summer parking and/or parking for the upcoming fall semester.
- Faculty is responsible for full parking fees if permit is not returned. (Refer to the Payment/Refund/Cancellation Policy.)

Restrictions

- A leave of absence for illness, dependent care, extended vacation or other personal reasons does not qualify for sabbatical status.

Related References

- Annual Base Lot Permit Policy
- Payment/Refund/Cancellation Policy

Policy Information:

Policy Number	TS-49
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