

# Sabbatical Leave for HHMI Lab Heads at Host-Based Sites

---

## Policy and Scope

This policy applies to HHMI Investigators and Freeman Hrabowski Scholars (“HHMI Laboratory Heads” for purposes of this policy) who would like to take sabbatical leave from their host institution. It does not apply to Senior Group Leaders, Group Leaders, or Fellows at HHMI’s Janelia Research Campus.

For purposes of this policy, HHMI considers as a request for sabbatical leave any proposal for an HHMI Laboratory Head to take a hiatus from the HHMI Laboratory Head’s teaching or other host institution duties under circumstances that the host institution considers sabbatical leave. This policy also applies to an absence or leave that does not affect the HHMI Laboratory Head’s teaching and other duties at the host institution, if the absence or leave is designated as a sabbatical by the HHMI Laboratory Head’s host institution.

HHMI recognizes that HHMI Laboratory Heads may have opportunities during the period of their HHMI appointment to take sabbatical leave from their host institution. HHMI believes that a break from teaching and other host obligations, or an opportunity to engage in a new research project, learn a new technique or discipline, write, or engage in other research-related activities either at the HHMI Laboratory Head’s host institution or elsewhere, can have beneficial effects on the HHMI Laboratory Head’s research program. Accordingly, HHMI permits HHMI Laboratory Heads to take sabbatical leave from their host institutions provided the requirements of this policy, and [HHMI’s policy on Research at Institutions Other Than the Host Institution](#), if applicable, are satisfied.

During the period of an HHMI Laboratory Head’s HHMI appointment, HHMI pays the full salary and benefits of the HHMI Laboratory Head and other HHMI employees working in their laboratory. In addition, throughout an HHMI Laboratory Head’s HHMI appointment, HHMI provides the HHMI Laboratory Head with an operating budget for research at the host institution, and pays the host institution for the HHMI Laboratory Head’s laboratory space, utilities and other space-associated charges. Any arrangements where an HHMI Laboratory Head will be away from their HHMI laboratory for extended periods raise special concerns for HHMI, particularly with respect to how ongoing research in the HHMI Laboratory Head’s HHMI laboratory will be managed in the HHMI Laboratory Head’s absence.

## Procedures for Requesting Sabbatical Leave

HHMI Laboratory Heads are advised to discuss any proposals to take sabbatical leave from their host institutions with their [Scientific Officer](#) and [HHMI attorney](#) as early as possible. HHMI will consider requests to conduct research at a company while on sabbatical leave from the HHMI Laboratory Head’s host institution but HHMI Laboratory Heads should be aware that negotiating

intellectual property and other terms in connection with such requests may present substantial challenges and will likely require considerable lead time. If the sabbatical will occur at any location other than the HHMI Laboratory Head's host institution, the HHMI Laboratory Head should consult [HHMI's policy on Research at Institutions Other Than the Host Institution](#). Arrangements for spending a sabbatical at a company or any other location other than the HHMI Laboratory Head's host institution must also be consistent with the requirements of that policy. If the HHMI Laboratory Head will be required to sign any agreements with another institution regarding their activities while on sabbatical leave from the HHMI Laboratory Head's host institution, these agreements must be approved and executed by HHMI before beginning any activities at the second site.

If HHMI has approved salary supplementation payments to an HHMI Laboratory Head for administrative services provided to the host institution, the HHMI Laboratory Head can continue to receive the payments while on sabbatical leave if the HHMI Laboratory Head continues to perform administrative services for the host institution while on sabbatical leave. An HHMI Laboratory Head cannot receive salary supplementation payments while on sabbatical leave if the HHMI Laboratory Head is not providing administrative services to the host institution. An HHMI Laboratory Head may receive reimbursement for reasonable travel expenses, and reasonable expenses for meals and lodging while on sabbatical away from their host institution, but an HHMI Laboratory Head generally is not allowed to receive supplemental compensation from any other institution while on sabbatical leave.

HHMI Laboratory Heads who would like to take sabbatical leave should complete HHMI's Request for Approval of Sabbatical Leave Form on the HHMI Science Portal well in advance of the proposed commencement of sabbatical leave. After review, HHMI will inform the HHMI Laboratory Heads in writing whether the request for sabbatical leave has been approved.

HHMI Laboratory Heads requesting sabbatical leave at locations other than their host institutions should be mindful that it can take as long as three or four months (or longer in the case of companies or foreign institutions) to negotiate agreements that take into account the HHMI Laboratory Head's status as an HHMI Laboratory Head, particularly if the agreements include provisions relating to intellectual property developed by the HHMI Laboratory Head during the sabbatical period. If an HHMI Laboratory Head is required to enter into an agreement with any institution other than the HHMI Laboratory Head's host institution relating to the HHMI Laboratory Head's activities while on sabbatical leave, HHMI's final approval of the proposed sabbatical will be deferred until HHMI has reviewed and approved any such agreement.

## Related Procedures, Forms, and Policies

- [Research at Institutions Other Than the Host Institution Policy](#)
- Request for Approval of Sabbatical Leave Form on the [HHMI Science Portal](#)

## Contact

If you have questions about any aspects of this policy, please contact your [Scientific Officer](#) or your [HHMI attorney](#).

Issued by: Science  
Issue Date: 07/23/2014  
Last Reviewed: 1/29/2024  
Last Updated: 8/24/2023