

# Sabbatical Leave for Investigators

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## Policy and Scope

This policy applies to HHMI Investigators at host-based sites who would like to take sabbatical leave from their host institution. It does not apply to Group Leaders at HHMI's Janelia Research Campus.

For purposes of this policy, HHMI considers as a request for sabbatical leave any proposal for an Investigator to take a hiatus from the Investigator'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 Investigator's teaching and other duties at the host institution, if the absence or leave is designated as a sabbatical by the Investigator's host institution.

HHMI recognizes that Investigators 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 Investigator's host institution or elsewhere, can have beneficial effects on the Investigator's research program. Accordingly, HHMI permits Investigators 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 Investigator's HHMI appointment, HHMI pays the full salary and benefits of the Investigator and other HHMI employees working in his or her laboratory. In addition, throughout an Investigator's HHMI appointment, HHMI provides the Investigator with an operating budget for research at the host institution, and pays the host institution for the Investigator's laboratory space, utilities and other space-associated charges. Any arrangements where an Investigator will be away from his or her HHMI laboratory for extended periods raise special concerns for HHMI, particularly with respect to how ongoing research in the Investigator's HHMI laboratory will be managed in the Investigator's absence.

## Procedures for Requesting Sabbatical Leave

Investigators 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 Investigator's host institution but Investigators 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 Investigator's host institution, the Investigator 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 Investigator's host institution must also be consistent with the requirements of that policy. If the Investigator will be required to sign any agreements with another

institution regarding his or her activities while on sabbatical leave from the Investigator'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 Investigator for administrative services provided to the host institution, the Investigator can continue to receive the payments while on sabbatical leave if the Investigator continues to perform administrative services for the host institution while on sabbatical leave. An Investigator cannot receive salary supplementation payments while on sabbatical leave if the Investigator is not providing administrative services to the host institution. An Investigator may receive reimbursement for reasonable travel expenses, and reasonable expenses for meals and lodging while on sabbatical away from his or her host institution, but an Investigator generally is not allowed to receive supplemental compensation from any other institution while on sabbatical leave.

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

Investigators 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 Investigator's status as an HHMI Investigator, particularly if the agreements include provisions relating to intellectual property developed by the Investigator during the sabbatical period. If an Investigator is required to enter into an agreement with any institution other than the Investigator's host institution relating to the Investigator'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 Investigator Portal](#)

## Contact

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

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