



PROFESSIONAL JUDGMENT

TOPIC: Sabbatical Leaves

IM STANDARD TREATMENT

IM standard treatment uses reported base year income. Sabbatical leave may reduce income during the year in which it is taken affecting the ability to pay for college.

FM STANDARD TREATMENT

The FM standard treatment is the same as the IM.

WHY PROFESSIONAL JUDGMENT MIGHT BE APPROPRIATE

Employees of educational institutions are sometimes allowed to take sabbatical leaves for further education or research. Leaves may vary in length, but are usually for one or two semesters. Salary usually continues to be received, but often at a reduced rate. Benefits are almost always continued. Because salary may be reduced, and additional expenses may be incurred, resources to pay for college are reduced.

HOW IM COULD BE ADJUSTED

IM can be adjusted by using estimated year income from the PROFILE Application, or information from an *Estimated Year Income Worksheet*. (See the *Parents' Estimated Year Income* tip sheet for a sample.) Some relevant questions unique to sabbatical leave might be added such as:

- What is the exact period of the sabbatical? (It may be over an academic year, and therefore span two calendar years.)
- What is the exact reduction in pay? (The educational institution may have a written policy that could serve as documentation.)
- Is some type of research grant being received?
- Are there additional expenses during the sabbatical for travel, temporary learning expenses, equipment, etc.?

Educators are usually eligible for sabbaticals on some regular cycle, such as every five, seven or ten years. The sabbatical can usually be delayed, though, without losing the benefit. The financial aid administrator may choose not to make an allowance for reduced income or higher expenses because taking a sabbatical may be discretionary or may be able to be delayed until the student has graduated.

HOW FM COULD BE ADJUSTED

The FM could be adjusted in the same way as the IM.

HOW COLLEGE BOARD SERVICES SUPPORT PJ

CSS/Financial Aid PROFILE

The PROFILE Application collects three years of parent income—the base (prior) year used in the analysis, the year before the base year, and the projected year. Families are instructed to explain differences in income from one year to the next in Section ES.

DOCUMENTATION

All changes should be documented.

The aid administrator may want to collect:

- Documentation from the parent's college or university, verifying the length and terms of the sabbatical.
- Information on grants received.