

## ***Faculty Policy – Leave Without Pay for Faculty***

### **Policy:**

Leave without pay may be granted for purposes such as education, research, temporary employment with another university, governmental, or private agency when such employment will contribute to the employee's expertise in his or her field and make the employee more effective upon return to employment, literary pursuits, or any other purpose that the president of the institution or if applicable, the Chancellor, determines will improve the employee professionally and will directly or indirectly benefit the institution.

### **Limits & Regulations:**

1. Faculty are eligible for leave without pay after two (2) years of continuous employment.
2. Leave without pay must be authorized each year. No leave without pay shall be approved for more than two (2) consecutive years absent special circumstances.
3. Such leave shall not be deemed earned leave time, shall not become a vested right or interest, nor an express or implied provision or any contract.
4. If the leave is approved during the six year probation before tenure, the probation would be extended per the [Faculty Granting of Tenure Policy](#), p. 5, Other Considerations section.

### **Procedure:**

1. The faculty member should notify their department chair and their academic dean regarding the circumstances surrounding their intent to seek leave.
2. The faculty member will complete the "Request for Faculty Leave" form and gather appropriate signatures necessary for completion of the form.
3. The "Request for Faculty Leave" form will be submitted to the President of the College for their review.
4. Notification of approval or denial will be provided to the faculty member, department chair, and appropriate academic dean.
5. If approval of the leave request is granted, documentation will be generated by the appropriate academic dean outlining the conditions related to the leave.

### **Reference:**

State Board of Higher Education Policy Manual Section 701.1

### **History of This Policy:**

First policy draft May 23, 1985.

Revisions - August 3, 1987; June 1, 1990; October 21, 1991; August 24, 1993; approved by

the Faculty Senate on April 6, 2017, reviewed by the Operations Council on April 12, 2017 and approved by the Executive Council May 2, 2017.

**REQUEST FOR FACULTY LEAVE**

Name:

Date:

Employee ID#:

Department:

Work Phone:

Date(s) Leave Requested:

If not requesting full day(s), please explain:

Reason or explanation of leave (i.e., personal leave, leave without pay, or other leave):

Classes/duties missed and arrangements (if applicable):

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Academic Dean Signature

Note: This form will be kept by the Department Chair as a written record of the leave.