

Leaves of Absences (Excluding Sabbatical)

1.0 Educational Leaves Without Pay

1.1 *Purpose*

An educational leave without pay may be used to provide the opportunity for ongoing professional development, and new or renewed intellectual achievement, through academically-oriented study, research, writing, or travel. Such ongoing professional development and academically-orientated study may or may not lead to an academic degree.

1.2 *Duration*

An educational leave may be requested for up one year without pay.

1.3 *Eligibility*

After three years of consecutive full-time service, a faculty member may request up to one year leave without pay for purposes of good cause. This leave shall be without loss of position, rank, tenure, or seniority and will not prejudice the faculty member's subsequent salary or benefits.

1.4 *Educational Leaves Provisions*

The faculty member has an obligation to return to employment with the College for a period of not less than one calendar year immediately following the expiration of the faculty member's educational leave unless other arrangements are mutually agreed upon. The precise terms of the educational leave shall be in writing and shall be provided to the faculty member prior to the commencement of the leave.

An educational leave without pay shall not be considered a termination or breach of the faculty member's appointment agreement. The faculty member on educational leave shall be returned to the same position, rank, tenure, and seniority. Leaves of less than one full academic year will count toward the tenure track period.

A faculty member on educational leave without pay has the option to make arrangements with the Human Resources Office for continuation of all fringe benefits at the faculty member's expense during the leave.

A faculty member on educational leave may receive a grant for further study, research, and travel from institutions of learning or organizations other than the College.

1.5 *Educational Leave Process*

The faculty members shall make a request in writing to the appropriate Chair, academic unit head, detailing all specifics related to the educational leave; e.g., start and stop time, work to be done while on leave (e.g., program of study), anticipated benefits to the individual and their professional career, and so on. The Chair, academic unit head, or Division Head/Dean shall make a recommendation to the VPAA, who is ultimately responsible for awarding an educational leave.

1.6 *Grieving Educational Leave Decisions*

An applicant shall have the right to grieve an educational leave decision, with respect to the failure of the VPAA to observe the processes set forth above.

1.7 *Resubmission of Educational Leave Proposal*

A faculty member may resubmit an educational leave proposal without prejudice.

2.0 Leave with Pay

2.1 *Short Absences with Pay*

Short absences for personal business, illness, jury duty, military duty, and similar limited absences shall normally be granted with full salary. When requesting periods of time off, the faculty member is expected to take his or her academic responsibilities into consideration. Requests for paid absence shall be submitted to the Department Chair as soon as possible prior to being scheduled. Absences of longer than one week require approval by the VPAA, since these may affect class, laboratory, or other teaching responsibilities.

See *General Institutional Employment Policies/Volume III*, Paragraph 3.3.2.1, for additional information regarding leaves with pay.

2.2 *Leaves of Personal Necessity*

A leave of absence granted for extraordinary or pressing personal reasons, not otherwise provided for, is at the discretion of the VPAA in consultation with the President. Such leaves are usually for one semester. Arrangements to cover teaching and other responsibilities must be discussed with the Department Chair, academic unit head, or Division Head/Dean. In such cases, every effort will be made to ensure that the faculty member's needs are treated in a humane, supportive, and understanding manner.

Leaves of a semester or longer will not count in determining length of service for other purposes.