

Personal Leave

After not less than two years of continuous service, a full-time member of faculty may be granted unpaid leave for reasons of extenuating personal needs not necessarily related to health. This leave must be approved by the appropriate department chair and dean. The administration will use its discretion as to the period granted based on the individual circumstances.

If personal leave is required and approved for more than one month, this time will be deducted from the time accumulated for sabbatical leave or in relation to any bonus or merit related payments (which will be pro-rated accordingly). It may also affect eligibility for professional travel.

If a period of personal leave is required in excess of 30 days, a decision will be made on a case-by-case basis but will be directly related to length of service. There is no guarantee that a position will be held open if a period of personal leave is required that is in excess of one full academic semester.