
**POLICY STATEMENT CONCERNING
LEAVES OF ABSENCE WITHOUT PAY FOR FACULTY UNIT
EMPLOYEES
FAM 626.35**

1. Purpose:

This policy statement contains provisions whereby Faculty Unit Employees may apply for and be granted a leave of absence without pay.

2. Eligibility:

All full-time Faculty Unit Employees (FUE) or less than full-time tenured faculty unit employees shall be eligible for a leave of absence without pay.

3. Time Period of Leave:

A leave may be granted for a period of one (1) or more quarters for up to two (2) years. Under special circumstances, up to one (1) year extension may be granted.

4. Types of Leaves:

4.1 Personal Leaves. These may be granted for reasons such as unpaid sick leave, outside employment, maternity/paternity (beyond the requirements of the Collective Bargaining Agreement and Federal Legislation), family care leave, or other purposes of a personal nature.

4.2 Professional Leaves. These may be granted for reasons such as research, advanced study, professional development or other purposes providing a direct benefit to the University.

5. Application:

5.1 An application for a leave without pay or an extension thereof shall be in writing on a standard application form found on the Academic Personnel website. The completed application form shall be submitted to the appropriate Department Chair/School Director/Library Unit Head/SSP, AR Supervisor/Athletics Director (hereinafter referred to as the appropriate supervisor) as early as circumstances permit.

5.2 Applications are reviewed by the Department/School/Library/SSP,

AR/Coach Leave Committee (composed of three elected tenured members of the appropriate unit, or if insufficient qualified unit members are available, from closely related academic disciplines) in consultation with the appropriate supervisor and a recommendation forwarded to the College Dean / University Librarian / Vice President for Student Affairs / Vice President for University Advancement (hereinafter referred to as the appropriate administrator). The recommendation to the appropriate administrator shall include a statement regarding the merits or the purpose of the leave and the effect the leave may have upon the affected division.

6. Approval:

The appropriate administrator shall consider the recommendations of the appropriate Leaves Committee and respond in writing to applicants indicating reasons for approval or denial. A copy of responses shall be provided to the affected respective appropriate supervisor and the appropriate committee. In determining approval or denial of a leave without pay, the appropriate administrator shall consider the department/school or equivalent unit's recommendation, the programmatic needs of the college / library / respective department of the SSP,AR / Athletics program and campus budget implications.

7. General Provisions:

- 7.1 A FUE on leave for more than fifteen (15) working days may opt to continue any health or dental benefits at his/her own expense.
- 7.2 A FUE on leave is advised to check with PERS as to the effect the leave shall have upon retirement status.
- 7.3 A FUE shall notify the appropriate administrator in writing of his/her intention to return to service to the University. For leaves of only one (1) quarter, this must be done in a timely manner. For leaves of more than one (1) quarter, the following deadlines must be met.
 - 7.3.1 Return at the beginning of the Fall term - preceding April 1.
 - 7.3.2 Return at the beginning of the Winter term - preceding October 1.
 - 7.3.3 Return at the beginning of the Spring term - preceding February 1.
- 7.4 FUEs on full-time leave without pay for one quarter or more, shall vacate any position on the Faculty Senate, Statewide Academic Senate or Faculty Senate Committee.
- 7.5 A FUE on leave shall not return to active pay status prior to the expiration date of such leave unless written approval has been given

by the appropriate administrator.

8. Specific Provisions for Personal Leave:

- 8.1 Except in cases of family care or medical leave, FUEs on a personal leave without pay shall not accrue service credit toward probation, sabbatical eligibility, difference-in-pay eligibility, Service Salary Step Increase (SSSI) eligibility, or seniority.
- 8.2 A probationary faculty unit employee on a personal leave without pay of more than two consecutive terms will not be subject to mandatory performance review/periodic evaluation.

9. Specific Provisions for Professional Leaves:

- 9.1 FUE on a professional leave without pay shall accrue service credit toward probationary and sabbatical eligibility, Service Salary Increase (SSI) eligibility, and seniority.
- 9.2 A probationary faculty unit employee on a professional leave without pay who is due to undergo performance review during the period of the leave will still be responsible for submitting a Faculty Activities Report and proceeding with the regularly scheduled review.

A probationary faculty unit employee on a professional leave without pay who is due to undergo periodic evaluation during the period of the leave will have the option of either submitting a Faculty Activities Report and proceeding with the evaluation or skipping the review for that cycle.

A tenured faculty unit employee on a professional leave without pay who is scheduled for a periodic evaluation of tenured faculty during the period of the leave will have the option of postponing the evaluation until the following academic year.

- 9.3 Accrual of service credit toward sabbatical eligibility shall be for a maximum of one (1) year per sabbatical eligibility period. Accrual of service toward probation shall be for a maximum of one (1) year.
- 9.4 Accrual of service credit toward SSI eligibility shall be for a maximum of one (1) year per professional leave regardless of length or extension thereof.

10. Report (Professional Leaves):

- 10.1 A FUE on leave for professional purposes shall, upon return, submit to the appropriate supervisor a written report describing the activities and accomplishments during the period of the leave. This report shall accompany any subsequent application(s) for leave without pay.
- 10.2 If following review the department/school / library / respective department of the SSP, ARs / Coach Leave Committee determines that the purpose and any conditions of the leave were not met, it shall recommend to the appropriate administrator in consultation with the appropriate supervisor that the accrual of service credit as noted in Sections 9.1, 9.3 and 9.4 above shall be forfeited.