

CHAPTER III

FACULTY AND STAFF

SECTION V. LEAVES OF ABSENCE

- A. Application Procedure. An individual requesting a leave of absence shall make application at the institution and, with the recommendation of the institution president, it shall be forwarded to the System President for Board consideration.
- B. Exclusion. An employee of an institution who is not a member of the faculty or administration is not governed under the Board's policy on leaves of absence for faculty members.
- C. Length of Leaves. Leaves of absence, other than for military leave, shall not exceed one year at a time. Faculty personnel on military leave (or special leave for war-connected service) from the institution shall be reemployed by the institution at the beginning of the next semester (or quarter) after the date on which the institution head shall receive written notification that such person wishes to return to his position, provided that such notification shall be given within 40 days after honorable discharge or termination of assignment from the armed forces.
- D. Sabbatical Leave. Provision for leave with pay for the purpose of professional or cultural improvement, or for the purpose of renewal, is a well-established administrative device intended to improve the quality of higher education professional service. The Board recognizes that such a policy is justifiable and desirable and therefore provides for leaves of absence for full-time members of the faculty under specified conditions. *(See PPM)*
- E. Leave Without Pay. Leave without pay may be granted for a maximum of one year at a time upon recommendation of the institution to the System President and with the approval of the Board.
- F. Forfeiture of Tenure or Employment. Refusal by a faculty member or administrator to comply with the provisions of this leave and sabbatical leave policy shall result in the forfeiture of tenure and/or employment.