

Permission for Leave of Absence

From time to time, faculty, staff, and students wish to be excused from work or class in order to participate in a special event, participate in extracurricular activities, take a field trip, or other occasional opportunities. It is the philosophy of this administration that many such occasions represent substantial learning opportunities or in other ways can benefit the individual and the university. Nevertheless, these factors must be weighed against the requirements of a job or a class. No one is in a better position to make these judgments than the immediate supervisor, with respect to class time, the faculty member.

Every faculty member (with respect to student) and every supervisor (with respect to those in the supervisor's area) is encouraged to develop reasonable guidelines through which to ensure that s/he responds appropriately and fairly to all such requests. Guidelines should be consistent with university policy on student attendance or faculty absence and with staff personnel policies. Any time away during normal working hours that involves compensation to an employee must be taken as leave time.

To the extent that we have knowledge of it, the administration will certify the legitimacy of the event or other opportunity. Upon request, we will comment on the perceived value of the occasion for participants or for the university. However, the administration will not use blanket requests or authority for released/excused time.

Faculty members must fill out a Leave of Absence Form and submit the form to their respective Division Chairman for signing. The Division Chairman will sign and forward the form to the VPAA for final approval. Leave of Absence forms are available in My Staff Portal.

Reviewed: Fall, 2008
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Sponsors: President and Vice President for Academic Affairs