

Faculty Personal/Annual Leave Policy

Faculty (non-twelve-month) on academic year contracts may request personal leave, with approval from their respective division chair and the Vice President for Academic Affairs, provided all responsibilities such as deadlines for turning in grades and other contractual responsibilities have been met. A “Leave of Absence” form is filed with the division chair. The request must be approved prior to date(s) of the leave requested.

Twelve-month full-time faculty appointment for individuals who do not otherwise have staff responsibilities shall be entitled to annual leave at the rate of 16 hours per month, 24 days per year.

Reviewed: Fall, 2009, Spring, 2016

Revised: Fall, 2009, Fall 2021

Sponsor: President