

LEAVE WITHOUT PAY FOR FACULTY

The faculty member shall apply in writing to his/her department chair not less than two months prior to desired inception of leave without pay. This application should include the purpose for and the duration of the requested leave without pay. The applicant should also supply a history of previous leaves taken including the purpose for each leave and the duration, by date, that each leave was taken.

The department chair will submit the application for leave without pay to the school dean no more than 15 days after receipt of the application. The dean will then submit the application to the Vice President for Academic Affairs within 15 days of receipt, and the Vice President for Academic Affairs will submit the application to the President within 15 days of receipt. The applicant will be advised of the decision within 15 days of the President's receipt of the application.