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## Procedures for Faculty Leave with Pay

While faculty members are not eligible to accrue annual leave, it is recognized there may be times when faculty members may need to be absent from their professional duties. Personal and sick leave were designed for this specific purpose. Faculty should report leave based on an eight (8) hour work day in conjunction with their contractual obligations. It is in this spirit that faculty across the University should be treated fairly and equitably in the reporting and approval of personal and sick leave.

In accordance with the operational policy, [Leaves with Pay](#), the University has established the following procedures for faculty leave with pay.

### I. Personal Leave with Pay

Faculty are granted five days (40 hours) of personal leave each year. Faculty must adhere to the following procedures when requesting personal leave.

1. Requests for personal leave must be submitted in four (4) or eight (8) hour increments. Absences up to four (4) hours requires four (4) hours of leave to be submitted. Absences over 4 hours require eight (8) hours of leave to be submitted.
2. Requests for personal leave must be submitted and approved by the Dean of the College prior to its occurrence.
3. Personal leave should not be requested to miss class time instruction.
4. A faculty member must submit a leave request for four (4) hours of personal leave if absent from commencement for any reason other than illness.
5. A faculty member must submit a leave request for four (4) hours of personal leave if absent from the Honors Convocation for any reason other than illness.
6. A faculty member must submit a leave request for four (4) hours of personal leave if absent from a scheduled, general faculty/staff, and College meeting for any reason other than illness.



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## II. Sick Leave with Pay

Sick leave is granted for faculty members who are absent from campus due to qualifying reasons set out in the [Leaves with Pay](#) policy. Such requests, when possible, should be made in advance or immediately upon return to work.

Employees may be required to provide additional documentation in support of their use of paid sick leave, as specified in more detail in the [Leaves with Pay](#) policy.

Faculty should report sick leave based on an eight (8) hour work day in conjunction with their contractual obligations.

1. Requests for sick leave must be submitted in one (1) hour increments. Requests must be submitted to the immediate supervisor. Faculty who are absent from duty for an entire day must submit eight (8) hours of sick leave.
2. A faculty member must submit a leave request for four (4) hours of sick leave if absent from commencement for illness.
3. A faculty member must submit a leave request for four (4) hours of sick leave if absent from the Honors Convocation for illness.
4. A faculty member must submit a leave request for four (4) hours of sick leave if absent from a scheduled, general faculty/staff, and College meeting for illness.