3.1.1 Limitations on Leaves

Formerly Known As Policy Number:
3.1.A

It is University policy to place limitations on the granting of leaves. When considering a faculty member’s leave request, the department Chair and school Dean should determine whether the following two limitations have been satisfied:

**Overall limit on leave.** The total time spent on leaves of any kind normally should not exceed six quarters in seven years for faculty with nine month appointments or 24 months in seven years for faculty with 12 month appointments. (To determine this limit, count back seven years from the end date of a proposed leave. In this calculation, partial leaves will be prorated.)

**Limit on contiguous absence.** In addition, leaves of any kind, or combinations of leaves, may not exceed 24 contiguous months for faculty with 12 month appointments or two consecutive academic years for faculty with 9 month appointments, irrespective of percent time off duty.

**Retirement.** Leaves may not be taken during the academic year immediately preceding retirement.

Exceptions to these limitations may be approved by the Provost, at the Provost’s discretion, in rare circumstances such as when positive advantages to the University outweigh the possible adverse effects on University programs, or when the following types of leave are involved: pregnancy disability or other disability leave, childcare leave, family and medical leave, workers compensation leave, or leave for government service at a high level. Faculty with questions about this policy should contact their Dean’s Office.

When a department has requests for an unusual number of leaves at any one time, pregnancy disability or other disability leaves, childcare leaves, family and medical leaves, worker’s compensation leave, and sabbatical leaves have priority. It is appropriate for department Chairs and Deans to refuse or delay certain requests for sabbatical leave and for leave without salary when resulting absences would make it difficult for the department to meet its instructional and research obligations.