

Policy Number	Policy Title
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1004.08	Personal Leave Policy
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Contacts and Dates

Responsible Office	Policy Owner
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Office of the Provost	Provost and VP for Academic Affairs
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Effective Date	Last Updated	Next Review
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09-02-2013	Under Review	06-30-2017
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Policy Description

Policy

Spelman provides leaves of absence without pay to tenure-track, tenured and multi-year faculty who wish to take time off from work duties to fulfill personal obligations. The above-mentioned faculty are eligible to request personal leave 'as described in this policy.

Eligible faculty may request a personal leave only after having completed 1 year of full-time service. As soon as faculty become aware of the need for a personal leave of absence, they should speak with the Provost. Faculty are encouraged to speak with their chairperson as well. Tenure-track faculty may want to request that the tenure clock be stopped during their personal leave.

Leave Requests

Requests for personal leave will be evaluated based on a number of factors, including anticipated teaching workload, possible administrative workload, and impact on the department during the proposed period of absence. All personal leaves for faculty must be approved by the Provost or President.

Expiration of Leave

Faculty returning from a leave of absence should notify the Provost Faculty Support Office of their intention to return by December 1, if returning for the Spring Semester, and April 15, if returning for the Fall semester.

Definitions

N/A

To Whom Policy Applies

To whom and/or what the policy applies; lists groups who must know and adhere to the policy

All College (Faculty, Staff, Students, Trustees, Contractors [unless otherwise negotiated])

Divisional

Unit/Department Specific

External Regulation (if applicable)

N/A

Tags

N/A

Implementation

Procedures

N/A

Monitoring

N/A

Exceptions/Exclusions (If applicable)

N/A

Background and History

Administrator Access (Policy Owner)

Review, Approval, and Change History: Policy is required to be reviewed annually

Date (MM-DD-YYYY)	Reviewed by Policy Owner	Brief Description of Change (if applicable)	Change/Update Approved by (title, not name)
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