

Policy Title:

TITLE F LEAVES

Purpose:

The purpose of this policy is to establish consistency in the process for applying for Title F leaves as provided by the Board of Trustees Policies. It also clarifies the College's interest in encouraging and supporting the institution's strategic priorities, including international endeavors.

Policy:

The Board of Trustees Policies provides for Title F (Other) Leaves which are leaves of absence for employees at full salary or reduced salary, or without salary, for the following purposes:

- Professional development
- Acceptance of assignments of limited duration with other universities and colleges, governmental agencies, foreign nations, private foundations, corporations and similar agencies as a faculty member, expert, consultant or in a similar capacity
- Other appropriate purposes consistent with the needs and interest of the University
- Child care (without salary)

International Endeavors:

In the interest of supporting the campus priority of transformational education which includes internationalization initiatives, the College will make every effort to support full salary Title F leaves for faculty engaging in faculty exchanges. It is expected that any stipend granted to a faculty member receiving a full salary Title F leave will be signed over to the College.

Impact of Title F Leaves:

- Accruals are not earned or used during Title F leaves
- Full-salary leaves:
 - No change to salary or benefits
 - Counts as time served for tenure clock
 - Will not interrupt sabbatical clock, but will not count as time served
- Reduced salary:
 - Salary reduced by agreed amount
 - May impact benefits depending upon the level of reduction
 - Will not interrupt tenure clock, but will not count as time served
 - Will not interrupt sabbatical clock, but will not count as time served
- Without salary:
 - No salary
 - No health, dental, vision coverage (unless employee opts to pay full costs)
 - No retirement service credit or contributions made to retirement plan
 - Will not interrupt tenure clock, but will not count as time served
 - Will not interrupt sabbatical clock, but will not count as time served

Procedures:

Employees must complete an "Application for Leave of Absence" form no later than six months prior to the commencement of the planned leave.

Approval: September 2012

Effective Date: October 15, 2012

Policy Distribution: Administrative Conference