**Leave Without Pay Policy**

Any full-time member of the faculty may request a full-time or part-time leave of absence without pay for one of the following reasons: illness, disability, completion of research, extended services in the armed services, formal study, assignments or work that are considered to benefit the University, or other reasons.

A faculty member desiring a leave must submit a request in writing to the Provost & Vice-President for Academic Affairs and be approved by the President.

The faculty member must be aware of the status of his benefits if a leave is granted. During this period, no accrual of vacation or sick leave will be permitted. Previous accruals will remain static until the end of the leave. Upon reinstatement, these benefits will be reactivated on the same basis as in effect at the time the leave was granted and in accordance with current policies. Faculty members may continue their insurance benefits by paying them through the University.

The acceptance of employment with another institution while on leave will void all privileges under this policy. Failure of the faculty member to return at the conclusion of a leave will result in automatic dismissal unless extension of the leave is requested and approved.

*Drafted on: Source: 2014-2015 Faculty Handbook, section 6.09.3*

*Policy Revised:*