**Leave with Pay Policy**

The University permits short leave with pay for military training or jury duty as herein provided. If a faculty member has been employed by the University for at least one full year prior to the start of duty, he may be granted a leave with pay for a maximum of twenty-two (22) working days.

Requests for short leaves with pay are submitted in writing to the Vice-President for Academic Affairs.

*Drafted on: Source: 2014-2015 Faculty Handbook, section 6.09.1*

*Policy Revised:*