

Category: Academic

Division: Instructional Services

Department: Instruction

Policy Title: Faculty Leave

Policy Statement: Faculty may use five (5) days of annual sick leave per personal leave each contract year at their discretion.

Procedures: Except in cases of extreme emergency, request for such leave shall be submitted within the online time and attendance system five (5) days prior to the requested date(s) of the absence. Approval from Dean of Academics or Director of Workforce Development and Vice President Instructional Services is required.

Contacts: Vice President for Instruction and Student Services

Approved Date: 7/31/2013

Policy History: 7/31/13, 7/1/16

Keywords: Faculty Leave, Faculty Personal Leave

Related Form: Leave Request