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6-107 Administrative Leaves of Absence

- A. It is understood that an administrative leave of absence is an action which should be employed in those instances where it is deemed necessary for a member of the administrative staff holding an appointment at a vice-presidential level or above to keep abreast of his or her field, remain effective in his or her present position, or render the greatest possible service to the university.
- B. A leave of absence shall be taken only in those instances when in the considered judgments of the administrator concerned and the university president, the leave would be in the best interest of the university; leaves of absence for the president must be approved by the Board of Regents; and leaves will be granted only to administrators holding an appointment at a vice-presidential level or above who have served on full-time continuous appointment to the university for a period of not less than three (3) years.
- C. Service counted toward requirements for a leave begins with the appointment to a vice-presidential level position or above. Service in a lower level administrative position is not counted.
- D. The leave of absence will be for a period of three (3) months with full pay. Administrators on leave will be regarded as on active university employment status for purposes of benefits and will continue to receive and accrue such benefits under applicable university policies. Unless the president approves other arrangements in advance, the administrative leave must be taken in the summer months and not require employment of a replacement. Accrued annual leave shall be included as part of the administrative leave of absence.
- E. It is permissible for those members of the administration on leave to supplement their compensation from the university to cover such special expenses resulting from the approved leave program, through fellowships, scholarships, employment, or grants-in-aid. Such special expenses referred to might include such items as travel, secretarial assistants, tuition, research, and publication. Additional compensation expected is to be fully explained on the application form and approved before the leave is granted. Should opportunities for supplemental compensation develop after the leave has begun or after the application form has been submitted

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and approved, such opportunities must be cleared with the university at the earliest opportunity.

- F. Application for leave must be filed not later than February 1 to the president or to the Board in the case of a president's application. The application must detail plans for the purpose of research or investigation or to acquire professional experience of value and significance to the university.
- G. An administrator granted leave is required to return to the university for further service. If he or she chooses not to return, the case will be reviewed by the proper authorities who may require a refund of the amount of pay received during the period of leave.
- H. On completion of the leave, and not later than the end of the first semester thereafter, a concise final report shall be filed with the president of the university covering the attainment of the purposes stated in the application.
- I. Following the leave of absence, three (3) years of further service shall be required before the administrator can become eligible for another leave.