

UIC FACULTY AFFAIRS POLICIES, PROCEDURES, AND GUIDELINES

SECTION: FPPG 200 - Leaves

NUMBER: 204

SUBJECT: Leave of Absence Without Pay - Personal

APPROVED BY: Provost

EFFECTIVE DATE: August 2009

AUTHORITY: Provost/Vice Chancellor for Academic Affairs

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OBJECTIVE: There are many situations in which a one-semester or one-year leave of absence without pay may be justified. The campus is reasonably flexible in granting a leave without pay to members of the faculty who have an opportunity to further their own research or scholarly interests.

POLICY: Leaves of absence, approved by the college/school dean are limited to one year. All such leaves approved by the dean should be reported to the Provost via the Faculty Affairs Human Resources Office. Leaves for longer periods, or frequently recurring leaves, even if not in consecutive years, normally are not in the best interest of the university. Any leave beyond one year must have prior approval from the Provost. Time spent on a leave of absence without pay will generally not count toward sabbatical leave credit. As recommended and agreed upon in advance, time spent on a leave of absence without pay under circumstances which allow for the pursuit of academic activities ordinarily counts toward the probationary period of a faculty member on definite tenure, while time spent on a leave of absence without pay under circumstances which do not allow for the pursuit of academic activities does not ordinarily count toward the probationary period of a faculty member on definite tenure.

APPLICABILITY: Applicable to tenured faculty, tenure-track faculty holding at least a 51 percent time appointment under the rank of assistant professor, and non-tenured clinical and research faculty. Applicability does not extend to faculty, unless tenured, with less than a 50 percent time appointment or to faculty appointed with the modifier of "adjunct" regardless of the percent time. For leaves being requested by members of the faculty who do not fall into the categories above, the department/college should contact Faculty Affairs Human Resources.

PROCEDURE: First year leaves supported by the department head or chair should be sent to the dean of the college for approval. It is the obligation of the head of the department to justify approval of the leave by indicating: 1) what provision will be made to have the faculty member's work done during the leave; 2) why the department's program will not be adversely affected; and 3) why granting this leave is in the best interest of the University.

Any request for leave beyond one year must come forward to the Provost for approval. The request from the faculty member should be made in writing and submitted to the head and dean for approval and supporting documentation, if appropriate. Once the request is endorsed at the department and college level, the documentation should be forwarded to Faculty Affairs Human Resources for review and forwarding to the Provost for final approval.

REFERENCES

University of Illinois [Statutes](#), Article IX, Section 7 (g)