

**Special Leave of Absence
without Pay Process**

1. Faculty inquiry
 - a. Faculty member or Chairperson sends inquiry to the Associate Provost
 - b. The Associate Provost notifies HR

2. Action by HR
 - a. HR sends an e-mail detailing the process of applying for the Special Leave of Absence without Pay (SPLOA) to the faculty member (see e-mail communication below), which includes the following attachments:
 - i. SPLOA application,
 - ii. Academic Leave Coversheet,
 - iii. Code of Practice for Academic Leaves

3. Action by Candidate and Department
 - a. Candidate completes application form and submits along with supporting documentation to the Chair for Department Appointments Committee review
 - b. Department Appointments Committee votes and Chair completes application form and coversheet based on vote outcome
 - c. Department Chair submits application to HR, including:
 - i. Academic Leave Summary Coversheet
 - ii. Completed Application for Leave
 - iii. Supporting documentation

4. Action by HR
 - a. HR reviews the application and checks for completeness
 - b. HR submits completed application to the Associate Provost's office

5. Action by Associate Provost
 - a. Associate Provost seeks approval of Dean and Provost based on merit/appropriateness as outlined in the Code of Practice for Academic Leaves
 - b. Once review is complete, the Associate Provost informs HR

6. Action by HR

- a. HR prepares the documentation for the next P&B meeting for consideration and vote by the College P&B Committee
- b. After P&B vote (if it is affirmative), the Executive Director of HRS signs off on SPLOA application and sends the application to the President's office
- c. President signs application and returns to HR
- d. HR sends application to the Chancellor for approval
- e. HR informs the candidate, the chairperson, the dean, and the Associate Provost of the decision

7. Action by Faculty upon return

- a. Within thirty days following the expiration of the leave, the faculty member will submit to their Department Chairperson, with a copy to the Dean and the Associate Provost, a written summary of the relevant activities during the leave.
- b. The Associate Provost's office will confirm with HR that the faculty member has returned so that the Separation and Leave report can be updated.

E-mail

I have attached the application for Special Leave of Absence without Pay along with the Academic Leave Summary Cover sheet needed to complete the application. Once completed it should be submitted to your department chairperson.

According to the Code of Practice for Academic Leaves...

3.1 Purpose

Special leaves of absence without pay may be requested for study, writing, research, a creative project, or public service of reasonable duration. The colleges are encouraged to consult with the Office of Academic Affairs should there be any questions concerning the purpose for which a particular leave is being requested.

3.2 Eligible Titles

Tenured faculty, tenured instructional staff in the College Laboratory Technician (CLT) series and in the Registrar series, and Lecturers with a Certificate of Continuous Employment are eligible for special leaves of absence without pay.

I have included the Code of Practice Regarding Instructional Staff Academic Leaves...you can find the full details on the Special Leave of Absence on pages 7 - 9.

The department's Appointments Committee needs to approve the leave and then it will go to the College P&B Committee for approval.

The next P&B meeting is scheduled for MONTH DD, YYYY. In order to be considered for that meeting, all materials need to be received two weeks prior to the meeting.

Please feel free to contact me with any further questions and/or concerns regarding this matter.