



## ACADEMIC AFFAIRS POLICY

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### **NUMBER/TITLE:** AA-181, FACULTY LEAVE OF ABSENCE

**Covered Individuals:** Faculty

**Covered Locations:** All

**Effective Date:** 6/22/2022

**Strategic Plan:** SP 2.1c

**HLC:** Criterion 3

**Consultations:** Faculty Governance Task Force, Faculty, VPASA, Deans

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### **POLICY STATEMENT**

Full-time faculty may take an unpaid leave of absence, not arising from a request made under FMLA or ADA policies, for a specified time not to exceed 12 months.

### **PURPOSE**

The purpose of this policy is to define and present the faculty leave of absence process at Upper Iowa University (UIU or “university”).

### **DEFINITIONS**

*Leave of absence* – an unpaid leave not arising from a request made under the FMLA or ADA for a specified time not to exceed 12 months.

### **POLICY IMPLEMENTATION**

- A. A full-time faculty member wishing to take a leave of absence must write a letter of request to his/her School Dean, who then recommends approval or denial to the Vice President for Academic and Student Affairs (VPASA). Leaves of absence require final written approval from the President.
- B. The faculty member must pay 100% of all costs associated with the leave. This includes paying the University portion of the health insurance and retirement program if the individual wishes to remain on those plans during the leave.
- C. The faculty member must confirm in writing his or her intention to return from the leave of absence with the respective school dean and the Vice President for Academic Affairs no later than sixty days before the end of the specified leave time.
- D. Failure to confirm one’s intention to return to employment by the means and within the time specified, or failure to return to employment at the end of the specified leave time is considered cause for the University to terminate employment of the faculty member.

### **CUSTODIAN**

Vice President for Academic and Student Affairs

**RELATED DOCUMENTS, FORMS, AND POLICIES**  
Faculty Sabbatical Leave Policy

**HISTORY**

<b>New/Revision Number</b>	<b>Date of Action/Approval</b>	<b>Revision Change</b>
AA-181	6/22/2022 (by PC)	New Policy