

## Leaves of Absence Policy (Effective for leave requests beginning September 1, 2011)

The University provides and supports leaves of absence enabling regular faculty members to do full-time research or creative work away from their other normal duties of teaching and service.

Research leaves are granted and supported on the basis of past accomplishment and evidence that the proposed research or creative work will enhance the faculty member's professional achievement. This is not a sabbatical system by which leave is an automatic consequence of the number of years of teaching. University policy is set forth in the *Northwestern University Faculty Handbook*, pages 18–19.

For the most part, the interests of the College in this regard coincide with those of faculty members. Work enhancing a faculty member's scholarly or pedagogic reputation also enhances the standing of the institution. The College grants and supports many leaves of absence and encourages its faculty members to undertake the sort of research that profits from long-term full-time study.

But the other obligations of the institution—to its students or in the domain of self-government—budgetary constraints, and the need for collegial equitability require common guidelines to govern the timing and apportionment of research leaves. The following rules have evolved in the College to coordinate competing needs as effectively as possible:

- The leaves of the faculty members in a given department must be timed so that most are present in any quarter. Departments and individual faculty members are responsible for planning ahead.
- Discretionary teaching reductions promised by the Dean (e.g., in offer letters, letters of retention, or because of service) cannot be used in a year of partial leave to reduce teaching below the level expected for a person on leave except in exceptional circumstances in consultation with the WCAS Dean's office.
- Leaves promised by the Dean in offer letters, letters of retention, and appointments to chair the department, must nevertheless be applied for. No leave is official without a formal application from the colleague and approval by the Provost.
- A faculty member on leave must meet continuing responsibilities to his or her advanced graduate students.
- A faculty member who has a research leave in a given academic year must return to full-time teaching, research, and service for the following full academic year. A University-paid leave is an investment in the development of a faculty member's career at Northwestern. Accordingly, a faculty member who does not return to full-time teaching for the academic year following a paid leave is required reimburse the University for the institutional cost of the leave (typically salary plus fringe benefits).
- Since enrollment pressure is highest in the Fall Quarter and declines in the following quarters, a faculty member who requests a quarter's leave with full University support should normally propose to take that leave during the Spring Quarter or, for compelling reasons, Winter Quarter.
- A leave of absence is not granted to a faculty member who accepts a tenured or tenure-track faculty position or an administrative position at another academic institution.
- The Office of Sponsored Research must be notified if an investigator on a sponsored project is taking a leave of absence.

### **1. LEAVES FOR TENURE-LINE FACULTY IN DEPARTMENTS WITH A TEACHING LOAD OF THREE OR MORE COURSES.**

A tenure-line faculty member in a department where the normal teaching load is three or more may apply to take one leave

of absence with full or partial University support in a four-year term, typically in the fourth year. As outlined below, the length of leave depends on whether the leave is fully or partially paid by the University. This system rewards those who compete successfully for external awards.

**a) LEAVE WITH FULL UNIVERSITY SUPPORT.**

The faculty member may apply for a leave for one quarter with full University salary and benefits. Such a leave entails a corresponding reduction in teaching. (In rare circumstances, the faculty member’s research may require more frequent University supported leaves of absence. If so, he or she may apply for a second quarter of leave with full salary during a single four-year period, but the second quarter of paid leave carries no teaching reduction, the two such leaves must be taken in different academic years, and no more than those two quarters of total leave may be taken in a four-year term.)

**b) LEAVE WITH PARTIAL UNIVERSITY SUPPORT.**

Alternatively, the faculty member may apply for a leave for two or three consecutive quarters in an academic year with the support of a significant salary-(and benefits) - offsetting award from an organization like the National Endowment for the Humanities, the Smithsonian Institution, the Fulbright Commission, or an institute for advanced study in the United States or abroad. If the award monies total less than the faculty member’s University salary and benefits cost for the period in question, the College attempts to supplement the grant to permit uninterrupted research for a more extended period of time. College support depends on available funds: it does not exceed fifty percent of salary in most cases and in no case does it exceed sixty-seven percent of salary. The faculty member applying for such outside funding must obtain prior approval of the timing of the leave of absence and its preliminary budget. The budget submitted to the outside sponsor should include benefits charges to the extent these are supported by the agency or foundation in question.

Please note that in those cases where a faculty member ordinarily holds a partial budgetary appointment with an affiliate organization (e.g. American Bar Foundation, the Family Institute), that organization’s ordinary contribution to salary cannot be double-counted as support for a leave.

Either option a) or option b), but not both, may be taken in a four-year period.

**Externally supported salary in departments with a teaching load of three or more.**

Amount of external salary support	Total length of leave at full pay
None	One quarter
0.22 - 0.33 annual salary rate + benefits	Two quarters
0.34 - 0.67 annual salary rate + benefits	Three quarters

**c) SPECIAL CASE: LEAVE WITH NO UNIVERSITY SUPPORT.**

A faculty member who receives enough outside support to apply for a research leave of absence (not a leave to teach elsewhere) for two or three quarters without any University salary and benefits may apply for leave outside the usual four year cycle. Nonetheless, such a faculty member must return for full-time teaching, research, and service during the year following the year of leave without Northwestern support. Unpaid leaves must still go through the approval process. Balancing the leave requests of multiple applicants is the responsibility of the chairperson and Dean.

**d) LIMIT ON LEAVE TIME.**

Regardless of the source of salary funds, a faculty member may not be on research leave more than two years in any six-year period.

**e) CUMULATIVE LEAVE.**

A tenure-line faculty member may bank up to two quarters of paid leave in order to take a longer continuous leave at full salary. On the principle that the faculty may take one quarter of paid leave in a four-year cycle, the following schedule would apply: A faculty member who forgoes University supported leave in year 4, may bank that quarter and instead apply for two quarters of paid leave in a year 8. A faculty member who is entitled to two quarters of paid leave in year 8 may take a full year’s leave by complying with the appropriate external support requirements for a two-quarter leave.

Alternatively, the faculty member may bank the leave quarters in years 4 and 8, and apply for a full year of paid

leave in year 12. No more than 2 quarters of paid leave may be banked for future use. Banked leaves have no cash value nor can they be used immediately before departure from Northwestern University.

This new policy for cumulative leaves is effective September 1, 2010. For the purposes of counting years of service toward a cumulative leave, a faculty member should count Year One as the year following his or her last leave or the academic year 2006-07, whichever date is more recent.

## **2. LEAVES FOR TENURE-LINE FACULTY IN DEPARTMENTS WITH A TEACHING LOAD OF LESS THAN THREE COURSES.**

The lighter formal course responsibilities of faculty members in these departments reflect the demands of doing laboratory, computational or theoretical research while simultaneously training postdoctoral scientists, graduate students, and undergraduate students in scientific research. If a member of one of these departments proposes a leave of absence in order to learn a new research technique or to obtain an advantage not available at Northwestern, the proposed site must offer significant facilities or interactions with colleagues that are not available at Northwestern. In that case, a one-quarter leave with University support in a four-year term may be requested. If a faculty member's empirical research focuses on a distant area of the globe, he or she may be granted more frequent absences from campus, without teaching reduction. A scientist who requests a two- or three-quarter leave is expected to have a previously banked quarter of leave as described in section 1 (e), or to obtain a significant amount of salary and benefits costs from such organizations as the Guggenheim Foundation, the Humboldt Foundation, research councils in other countries, and the laboratory or institute of the intended visit. (Please note that this must be over and above any expected level of salary recovery in the department.) When external sources provide more than one-third but less than one-half of salary for two or three quarters, the faculty member may request that the College match those external funds up to an amount not exceeding one-half of academic-year salary. Should external sources provide more than half a faculty member's salary, the College may supplement that amount in a way that raises the faculty member's total income to no more than what his or her regular salary would be for that period. Budgetary constraints may limit the size of any supplementary payment, however. Only one of the options in the table below may be taken in a four year period.

### **Externally supported salary in departments with a teaching load of less than three.**

Amount of external support for annual salary	Total length of leave
0.33- 0.50 annual salary rate + benefits	2 quarters at full pay; 3 quarters at partial pay (full pay if the award is 50%)
> 0.50 annual salary rate + benefits	3 quarters

Items 1(d) and 1(e) above concerning limit on leave time and cumulative leave also apply to faculty in departments with teaching loads of less than three courses.

## **3. LEAVE FOR MEMBERS OF THE CONTINUING LECTURER FACULTY.**

A member of the CLF may apply for a fully paid one-quarter leave of absence from normal duties on an eight –year cycle. The purpose of the leave must be to undertake scholarly/creative work or training that will enhance the faculty member's teaching. As is the case for tenure-line faculty, the lecturer must submit an application to the department chair or program director outlining the activities that will be undertaken during the leave and the importance of these activities for the faculty member's work at Northwestern. The chair comments on the proposed leave and forwards the application to the Associate Dean for Faculty Affairs for consideration. A leave may be approved or turned down on its merits, because of lack of funding, or due to other constraints. Lecturers may apply for external funding of salary and benefits. If successful, this outside funding may permit extension of the leave to two or three quarters, using the table in 1.b. above.

## **4. BENEFITS.**

During a leave with full or partial Northwestern salary, the University pays its normal institutional contributions to the faculty member's medical and related benefit plans, provided that the faculty member makes his or her own regular contributions. Faculty members should know that by federal regulation the University is permitted to pay tax-sheltered retirement contributions only on salary dollars that it is itself paying. Many of the organizations sponsoring leaves of absence at the equivalent of full University salary or a large portion thereof also pay the institutional share of retirement contributions based on the amount of the faculty member's salary that they are paying. The faculty member who receives an external research award should request the sponsoring organization to pay retirement contributions on the salary it is paying, and the faculty member should inform the Dean's Office of the result of this request. If the sponsoring organization is unable to do this, you may request that they transfer your salary and benefits funds to Northwestern. These can then be paid to you directly by Northwestern and the usual retirement contribution arrangements can be followed.

## 5. TEACHING RESPONSIBILITIES.

The table below indicates the remaining teaching load for one- and two-quarter research leaves as a function of the faculty member's base teaching load. The **base teaching load** is the standard departmental teaching load except in the case that the faculty member has a contractually specified ongoing teaching obligation which is different. Discretionary teaching reductions promised by the Dean (e.g., in offer letters, letters of retention, or because of service) or by the department chair do not alter a faculty member's base teaching load.

In departments with teaching loads of fewer than three, there is no reduction in teaching obligation for a one-quarter leave. In all cases, there is no teaching obligation for a full year leave. Please note that non-research leaves may carry fewer course reductions.

<b>Base Teaching Load</b>	<b>One-quarter Leave Teaching Obligation</b>	<b>Two-quarter Leave Teaching Obligation</b>
1	1 course	1 course
2	2 courses	1 course
3	2 courses	1 course
3.5	2 courses	1 course
4	3 courses	1 course
4.5	3 courses	1 course
5	3 courses	2 courses
6	4 courses	2 courses
9	6 courses	3 courses

In departments with a 4.5 or 3.5 teaching load the actual leave year is not counted in the 4-5-4-5 or 3-4-3-4 teaching obligation sequence. The regular sequence resumes in the following year so, for example, in a department with a 4.5 teaching load the schedule over three years would be either 5-3-4 or 4-3-5, where the 3 courses represent a year in which a colleague enjoys a one-quarter leave. The same principle applies for two- or three-quarter leaves.

### a) TIMING: PLANNING AHEAD.

A reasonable strategy, toward the end of a given four year cycle, is to apply for an external grant for two or three quarters on the understanding that, if the grant application is successful, the College will make an effort to supplement competitively awarded outside support, and that if unsuccessful the request will be for a quarter's leave with full University support. Normally, in the third year of a four-year cycle a faculty member would submit grant applications for leave in the fourth year. Because it is hard to predict the outcome of applications for outside support, a faculty member may seek permission to advance leave applications by one year. In other words, with the chairperson's approval a faculty member might send out applications in the second year and, if he or she receives outside support, take a leave in the third year of the cycle.

If unsuccessful he or she would reapply in the third year. The leave cycles themselves would not change. The faculty member's next eligibility would come in the fourth year of the following cycle, i.e. five years after the "early" leave. In reviewing a request for a possible leave out of cycle, the chair must first consider which other colleagues will be on leave with normal timing. Higher priority must be given to colleagues on the normal cycle.

### b) CONDITIONAL APPROVAL BEFORE APPLYING FOR EXTERNAL FUNDING.

For the reasons of timing and institutional support noted above, a faculty member planning to apply for outside funding that will entail a leave of absence must obtain conditional approval of the timing of the leave and its preliminary budget before filing the application for the external award. A brief notice of intent, addressed to the department chairperson for transmission to the Dean's Office, can be submitted at any time. It should include the faculty member's inclusive leave history in the last five years. The request will be considered promptly by the chairperson and Associate Dean for Faculty Affairs and the prospective applicant informed if the leave is likely to be permitted should an application prove successful.

### c) THE FORMAL LEAVE REQUEST.

The faculty member writes a brief request to the chairperson of his or her department, noting: The substantive topic of the research to be carried out (not simply —writing a book); whether the project is new or continuing; if continuing, how much has been accomplished to date; expected results during the leave; if part of a larger investigation, the likely date by which the project as a whole will be completed. The period for which the leave is requested. The sources and amounts of proposed support during the leave; whether the leave is contingent on receiving external funds and, if so, the likelihood of obtaining them and the approximate date when word about outside support will be forthcoming. The dates of the applicant's recent leaves of absence and the nature of support during them.

Leaves promised by the Dean in offer letters, letters of retention, and appointments to chair the department, must nevertheless be applied for. No leave is official without a formal application from the colleague and approval by the Provost.

**d) DEADLINES.**

A request for leave during all or part of the next academic year (2012-13) must reach the Chairperson no later than **March 26, 2012**.

**e) NOTIFYING THE DEAN'S OFFICE OF GRANT CONDITIONS.**

The needs of teaching schedules and budgeting make it imperative that any award statement, including a copy of the award budget, be sent to the Associate Dean for Faculty Affairs as soon as it arrives. If the proposed terms of a grant are adjusted by the granting agency, and if the adjustment changes the timing or duration of the leave or the amount of the budgetary support expected from the College, the associate dean must have full particulars promptly. Such adjustments may be subject to further discussion at the campus level. Office of Sponsored Research (or in the case of foundation support, the Office of Foundation Support) typically negotiates and signs off on grant terms and conditions. If the applicant fails to provide the Associate Dean for Faculty Affairs with information verifying the amount of external salary support, the leave will either not be approved or will be approved with a reduced level of salary from the College (that is, the leave will be partially without pay).

**f) MULTIPLE AWARDS.**

To increase the chance of obtaining outside funding, a faculty member may choose to apply for more than one source of funding for a given year. Should he or she be successful, multiple awards do not create an entitlement to more than one academic year of leave. In some cases, the individual must choose between awards; in other cases, it is possible to combine them to achieve a higher level of support. A faculty member who succeeds in obtaining multiple sources of support should be in touch promptly with the chairperson and the Associate Dean for Faculty Affairs to discuss the best arrangements under the circumstances.

**g) OBLIGATIONS.**

For obligations of faculty taking leaves, see section 10.

**6. ACTION BY CHAIRPERSON.**

**a) CRITERIA.**

The department chairperson assesses requests for leave on the basis of these criteria:

- The timing of the leave relative to the faculty member's history of leaves of absence and to current departmental priorities. The faculty member's good standing in terms of teaching and service.
- The project's proposed budget.
- The persuasiveness of the proposal.
- The likelihood that the investigation will be carried out in the time specified, or, if the proposed investigation is part of a larger one, the probability that the project as a whole will be successfully brought to completion .
- The promise of the proposed research to advance the faculty member's professional achievement and reflect credit on College and University.
- The ability of the department to offer needed courses of a quality comparable to that of regular offerings in the absence of this faculty member and of others who might be on leave at the same time; whether the

leave or leaves in question accord with other departmental priorities.

**b) DEADLINE.**

The chairperson forwards the requests, including the summary histories of applicants' prior leaves of absence, to the Associate Dean for Faculty Affairs by **March 26, 2012** together with:

- His or her endorsements, pro or con.
- A rank-ordering of the requests with brief explanation of each.
- A statement about the courses that would be vacated by faculty members whose requests the chairperson has favorably endorsed: those that would be canceled, those that would be taken over by other members of the department, and those that would need to be taught by visiting faculty.
- A chairperson's endorsement of a leave signifies, among other things, confidence that the department's teaching mission can be carried out at a high level of quality. The chairperson gives first priority to approved requests for research leave and second priority to any request for leave to teach elsewhere.

**7. ACTION BY THE DEAN.**

The Associate Dean for Faculty Affairs reviews requests in light of the College's policy. Leaves are recommended by the Dean and the Provost and have final approval by the Board of Trustees. Faculty members who submit requests in February usually receive notice of the Dean's recommendation to the Provost in April and May. The Dean recommends the leave to the Provost when the award is funded—unless the grant application is still pending as late as June 1 before the year of the leave. In that case, the Dean forwards the recommendation to the Provost after funding is definite *and after* the department chairperson is able to certify appropriate scheduling of any needed teaching.

**8. FREQUENCY OF LEAVES.**

College guidelines provide that tenure-line faculty members are eligible for research leave once in a four-year cycle. The standard expectation is that a year in which a leave occurs follows at least three years of full-time, in-residence teaching and service. In most cases, this will mean that a faculty member applies for leave (and for external support) for the fourth year, which is after three years without a leave. However, some factors occur to perturb this standard cycle. The following examples illustrate how the Dean's Office may address a special circumstance that arises. Any anticipated deviation from the normal cycle should be discussed promptly with the Associate Dean for Faculty Affairs. An agreement about leaves and fulfillment or duties will be necessary so that burdens of teaching and service do not fall too heavily on other colleagues.

- Regardless of the source of salary funds, a faculty member may not be on research leave more than two years in any six-year period.
- Leave quarters may be banked according to the terms described in section 1 (e).
- A faculty member applies for and receives two fellowships each of which pay over one half of salary and benefits. After discussion with the Dean's Office, the College *may* approve his or her taking the fellowships in non-consecutive years, the second coming sooner than the usual interval (the second leave might not be for a full year's absence). This approval is exceptional and will only be done if the faculty member's department agrees it can meet its teaching and service obligations. The new four year cycle is dated from the second of the two leaves and will not be advanced.
- A faculty member applies for and receives two smaller fellowships. If possible, the two will be combined to justify a full year of fully paid leave rather than a shorter leave.
- The College allows a faculty member who works in a field where external support is hard to obtain to apply for a fellowship that would occur in the third year. He or she is awarded the support and the College advances the leave eligibility by one year. The next leave eligibility occurs on the original cycle, that is, in the eighth year.
- A faculty member is allowed to apply for external support for the third year, but fails to get the award. Eligibility for paid leave is not advanced by a year, and the faculty member may apply for a standard one-quarter paid leave in the fourth year.
- A faculty member is granted one or more quarters of leave out of cycle as part of a recruitment, retention, or service agreement. The new cycle is dated at four years from the year of leave.
- Separate agreements are reached with department chairs about the timing and amount of leave following the conclusion of the term as chairperson. Such agreements normally take into account time since last leave prior to becoming chair and may require applications for external support of the leave.

## **9. VISITING PROFESSORSHIPS AND OUTSIDE EMPLOYMENT.**

Northwestern does not encourage members of its faculty to accept visiting teaching appointments or other employment elsewhere, and does not contribute to their salary, retirement plans, insurance plans or portable tuition for dependents during such leaves.

College approval of such leave requests requires agreement of the chairperson and Dean that the leave will be of particular benefit to the faculty member's career. Within a department, the chairperson and the Dean give first priority to applications for leave to do research and second priority to applications for leave to teach elsewhere or pursue outside employment.

Outside appointments must be at a visiting rank. University policy does not permit a faculty member to hold a full-time, non-visiting appointment at another institution. A partial-year leave to teach elsewhere may not entail the same number of course reductions as a research leave.

As with research leaves, the faculty member is normally expected to return to Northwestern full-time the following academic year. The College may set a deadline by which the faculty member on leave must inform the College of his or her intention to return to Northwestern.

## **10. OBLIGATIONS OF FACULTY TAKING LEAVE OF ABSENCE.**

### **a) RETURN TO UNIVERSITY.**

Faculty members who take paid research leave are expected to return to the University full-time for the entire following academic year. A faculty member who does not return to Northwestern for the specified period must reimburse the University for the institutional cost of the leave. The Board of Trustees will not authorize a leave of absence for more than one year at a time; renewal for a second year is granted only in exceptional circumstances.

### **b) TIMING.**

Enrollment in the College is highest in the Fall Quarter and declines somewhat in the Winter and Spring Quarters; Weinberg College therefore strongly urges that leaves of absence supported by the University be routinely taken during the Spring Quarter or, for a compelling reason, in the Winter Quarter, but not in the Fall Quarter.

## **11. MEDICAL, PARENTAL AND PERSONAL LEAVE.**

A faculty member may request a leave of absence of specified length for personal reasons such as child bearing, child rearing, family emergency, illness, required military service, or the exploration of career alternatives (see the *Northwestern University Faculty Handbook*, pages 21–22 and 35). The leave should if possible be discussed with the faculty member's department chair well before the time in question. The request is forwarded to the Dean, together with the chair's recommendation, pro or con.

### **a) ILLNESS.**

Disability leave for illness is typically granted for the time that is medically prescribed. The College reserves the right to obtain a statement about a disability from a physician it designates. For a faculty member to be reinstated after a disability leave owing to illness, the University reserves the right to obtain a statement attesting to that person's capacity to resume normal duties. The chair may not cancel a faculty member's course, unless that person is put on formal medical leave.

Tenured faculty members who are unable to work as a result of a medically certified disability are eligible for sick leave at full salary for up to six months. Faculty members with external grants should be aware that it may not be possible to collect summer salary during medical leave as effort cannot be certified.

Untenured faculty members with 10 or more years of continuous full-time service receive the same sick leave benefit available to tenured faculty. Otherwise, untenured faculty members who hold an on-going appointment are eligible for such leave for up to three months at full salary and up to three additional months at sixty percent of salary. (see the *Northwestern University Faculty Handbook*, page 35).

Protection against loss of income as a result of long-term disability is available to eligible faculty enrolling in the University's plan insuring salary continuance.

### **b) MATERNITY, ADOPTION, AND CHILDREARING LEAVES.**

The University's policy on leaves for the birth, adoption, and rearing of children. This policy may be found at <http://www.northwestern.edu/provost/policies/statements/familyleave.html>. Eligible are: full-time, benefits-eligible tenured or tenure track faculty - other full-time, benefits eligible instructional faculty (not including

research faculty) who, at the time of the birth or adoption, have completed three years of continuous full time service on the Northwestern faculty or who are serving on an academic appointment of three years or longer at the time of the leave.

*(1) Childbirth.*

One quarter of leave for the mother during the quarter of birth or the quarter thereafter. The mother is also eligible for childrearing leave, see below.

*(2) Adoption.*

One quarter of leave for the parent at the time of adoption. Parents are also eligible for childrearing leave, below.

*(3) Childrearing.*

One quarter of leave for a parent who carries at least an equal portion in caring for a child. To be taken during the quarter of birth or adoption or in another quarter within the first year after birth or adoption.

*(4) Release from duties.*

During a leave quarter, the faculty member will have no assigned classroom teaching or service responsibilities. He or she is expected to retain responsibility for any students pursuing such work as senior honors, masters or doctoral research. A faculty member on such a leave will have the same teaching obligation specified in the table in Section 1. If a parent takes both a childbirth/adoption and a childrearing leave in consecutive quarters of the same academic year then the obligation will be as specified for a two-quarter leave in that table and otherwise it will be treated as two one-quarter leaves. No faculty member's load will be reduced to less than one course per year because of paid parental leave. The Department should try to schedule the faculty member's teaching to accommodate family responsibilities at the time of birth or adoption.

**c) MATERNITY LEAVE FOR OTHER TEACHING FACULTY**

Members of the full-time faculty ineligible for the leave described in b) above may apply for medical leave during the quarter in which they give birth. When normal parturition is the cause for cessation of work, a period of up to six weeks of disability from the date of birth is assumed and medical certification is not required. Absences connected with complications arising before or after this period are subject to approval as leaves of absence for personal or medical reasons and are treated as any other such leave.

**d) EXTENSION OF PROBATIONARY TERM.**

See IV.B of the Chairperson's Handbook for the procedure regarding requests to extend the probationary term. . Please note that for junior faculty the probationary period can be extended by up to two years for parenthood, extended illness, and limited other circumstances. (See subsection IV. B. of the chairperson's handbook.)

**e) MILITARY SERVICE.**

Leave without pay is granted for qualified military service, as provided by law.

According to a policy established by the Board of Trustees, faculty members serving in the Armed Forces will be rehired at their former ranks upon returning from service. For further information, please call the Department of Human Resources.

**f) PERSONAL LEAVES.**

Faculty members are covered by the provisions of FMLA (the Family and Medical Leave Act). Personal leaves of absence must be coordinated with, and are not in addition to, leaves as provided for in FMLA. Personal leaves other than medical leaves are almost always unpaid.

**g) BENEFITS ISSUES FOR UNPAID LEAVES.**

When a faculty member is on unpaid leave and is not receiving a paycheck, the University does not pay its regular share of benefits. If the leave is for a partial year, the reduced annual salary may be spread over a full twelve months and through this mechanism, the University will make its normal contributions for the entire year. This arrangement must be discussed with the Dean's Office. When a faculty member is on unpaid leave for an entire year, this option is not available.