20.045 Faculty Voluntary/Non Voluntary Leave Policy

See http://www/ttuhsc.edu/hsc/op/OP70/

PURPOSE: In order to assure that program quality is maintained, all affected by an individual’s leave need to be aware of plans to meet the faculty member’s responsibilities during leave.

REVIEW: This section of the handbook shall be reviewed by the Dean and Professional Development Council by September 1st on odd-numbered years.

POLICY/PROCEDURE

All faculty voluntary leave time, whether for approved travel, vacation, or non-paid leave must be approved in advance to assure that all regular responsibilities are met during the faculty member’s absence. Approval is required from each director of the program to which the faculty member is assigned and is granted only after acknowledgment has been indicated by all Course Facilitators affected by the absence. All non-voluntary faculty leave time, sick leave, jury leave, funeral leave, or emergency leave is documented according to the State requirements.

1. The form “Faculty Voluntary and Non-Voluntary Leave Request” may be obtained from the Faculty Support Central Office or from the Dean’s Office.

2. At least one week before any form of voluntary leave (vacation, travel to professional meeting or other professional business for the School, or leave without pay), the faculty member completes the form “Faculty Voluntary and Non-Voluntary Leave Request.” The form requires signature or initials of each person named as substituting for the faculty member, signature or initial acknowledging that each affected course director is notified, and signature indicating approval by each program director to which the individual is assigned during the proposed leave. The School of Nursing’s Non-Voluntary Faculty Leave Form is submitted to the Dean’s Office as soon as possible after the leave. The Non-Voluntary Faculty Leave form for sick and emergency leave is filled-out by the Business and Fiscal Affairs Office and sent to faculty member for signature. This form is returned to that office for correct routing. Once this form has been processed the faculty member will receive a copy. Non-voluntary leave is documented on the above identified form.

3. The completed form is forwarded to the Dean’s Office with the appropriate state required form (Application for Travel) when applying for travel.

4. The completed form is forwarded to the Dean’s Office for vacation and/or leave without pay for the appropriate state required forms to be processed.

5. The “Faculty Voluntary and Non-Voluntary Leave Request” accompanies these forms in order to assure administrative approval. It is a state requirement that these be completed before the leave begins.

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