University Policies and Procedures

02-02.20 – POLICY ON LEAVE WITHOUT PAY FOR FACULTY

I. Policy Statement: This policy is designed to establish conditions for Towson University (“University”) faculty to request an unpaid leave of absence. The goal of the policy is to assure faculty have the ability to pursue opportunities that advance the mission of the University.

II. Definitions:

A. Eligible Faculty Members: Tenure-track faculty, tenured faculty, clinical faculty, and lecturers with multiyear contracts employed on a continuing or term contract. Eligible Faculty Members must normally have been employed for at least two semesters or twelve months prior to the beginning of the proposed leave. Continuation of employment of the individual upon termination of the leave without pay must be the expectation.

III. Responsible Executive and Office:

Responsible Executive: Provost and Executive Vice President for Academic Affairs

Responsible Office: Office of the Provost

IV. Entities Affected by this Policy: Eligible Faculty Members.

V. Procedures:

Under certain conditions the President or designee, may grant an Eligible Faculty Member leave of absence without pay. The President hereby designates to the Provost (or designee) the authority to grant leave without pay.

Procedures and guidelines for the implementation of the Policy on Leave without Pay for Faculty shall be filed with the office of the Chancellor and made available on the Office of the Provost’s webpage. The Provost may amend the procedures from time to time without the need to amend this policy.

Emergency military leave, temporary military leave, and indefinite military leave shall be granted to Eligible Faculty Members in accordance with applicable State and Federal law.
Leaves for family and medical reasons shall be granted to eligible employees in accordance with applicable State and Federal law, and shall be governed by applicable USM and TU policy(ies).

A. Purposes of Leave without Pay

Leave of absence without pay ordinarily shall be granted if the purpose of the leave is to advance the institution’s mission of teaching, research, and service or to enhance the ability of the individual to support that mission. Leave without pay shall not be granted in order to allow a faculty member to have a trial period at a new position outside the University.

B. Conditions of Leave without Pay

1. A primary consideration in award of leave without pay is that it shall not substantially disrupt the academic program or unit of which the Eligible Faculty Member is part.

2. A leave without pay is ordinarily granted for no more than one full year. Any leave without pay in excess of a year may be granted for good cause, in the discretion of the Provost. A faculty member on leave without pay is expected to return to the University at the end of the leave.

3. Unless the Provost or designee stipulates otherwise, the period of leave without pay shall not be counted as service toward the Eligible Faculty Member’s eligibility for sabbatical leave.

4. A faculty member on leave without pay may continue to participate in retirement, medical and health programs, and other benefit programs only to the extent and under such conditions as are permitted by each such program. Any costs of such participation in benefits during a leave without pay shall be borne by the faculty member.

5. In no case shall a leave without pay extend beyond the termination of the individual’s term of employment.
C. Procedures:

1. An Eligible Faculty Member applying for a leave of absence without pay must submit an application at least six months in advance of the start of the proposed leave. Exceptions for notifications of less than six months in advance may be made at the discretion of the Provost.

2. Credit of the time on a leave of absence without pay toward the accrual requirements for tenure or sabbatical leave shall be granted only upon prior written approval of the Provost, as described in applicable policy(ies).

Related Policies:
- USM II-1.00 University System of Maryland Policy on Appointment, Rank and Tenure of Faculty
- USM II-2.00 Policy on Sabbatical Leave for Faculty
- USM II-2.20 Policy on Leave without Pay for Faculty
- USM II-2.31 Policy on Family and Medical Leave for Faculty
- TU 02-01.00 Towson University Policy on Appointment, Rank and Tenure of Faculty

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