ARTICLE 26
PROFESSIONAL LEAVE

26.1 Professional Leave. Professional Leave without pay may at times be beneficial to both the individual and the University.

26.2 Guidelines for Professional Leave

26.2.1 Filing of Leave Request. Faculty Members may at any time request a Professional Leave of absence without pay from one semester to one full academic year to participate in work in the field of education, research, or other professional activities related to University responsibilities. Under appropriate circumstances leaves or extensions thereof may continue through a second year. Leave requests shall be submitted in writing to the Academic Unit Head at least ninety (90) days in advance of the date the proposed leave shall begin. The request shall state the reasons for the leave, the period of absence, and the date of return. Upon recommendation of the Academic Unit Head and subject to the concurrence of the Dean or administrator, a leave of absence without pay may be granted by the Provost. The Dean or administrator shall notify the Faculty Member of the Provost's decision within fourteen (14) days after the Provost's receipt of the request. Extensions of Professional Leave shall be handled in a similar manner.

26.2.2 The request for Professional Leave submitted to the Academic Unit Head shall indicate the reasons, if any, why the semesters of Professional Leave should be counted toward those semesters needed to qualify for Academic Leave. Notification from the Dean or administrator that the leave has been granted shall also advise whether the semesters of professional leave may be counted toward qualifying for Academic Leave.

26.2.3 A person on Professional Leave shall receive any salary increase which he or she would have received had he or she not been on leave. A person on Professional Leave shall be eligible to receive any promotion or award of indefinite tenure for which he or she would have been eligible had he or she not been on leave. However, the individual who receives such leave shall have the option of
signing a waiver which would provide that the period of leave would not be considered in counting the years toward tenure. Such waiver by the individual will act automatically to extend the term of the current appointment for a period of time equal to the period of leave, provided that to effect this optional waiver such leave shall not be for a period of less than one year. A person on Professional Leave shall have the right to use University facilities and to apply for Academic Unit funds or funds from other University sources under the same conditions as if the person were not on leave.

26.2.4 A Faculty Member on Professional Leave shall receive all benefits, except retirement, to which he or she would have been entitled as if the person were not on Professional Leave, unless these are provided through the circumstances of the leave. All benefits which are based on salary, except retirement, shall be calculated on the academic base salary which the person would receive if he or she were not on Professional Leave. The continuation of salary-based benefits is upon payment by the individual of their portion of the costs. Payment arrangements must be made with the Benefits Division.