



## **AC-F-14.V01: NO-PAY LEAVE POLICY**





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**Date Endorsed by the Provost: 6 April 2017**

**Date Endorsed by the President: 20 April 2017**

**Date Approved by BOT: 8 May 2017**

**Effective Date: 8 May 2017**

**Last Updated:**

### 1. PURPOSE

This policy articulates the governing rules for leave of absence without salary for regular faculty members.

### 2. POLICY DESCRIPTION

HBKU recognizes the need to provide opportunities for faculty members to maintain a position when they need to depart the university for a short period of time for personal reasons. This policy describes the leave without salary in addition to the sabbatical leave that was presented in AC-F-06.

#### 2.1 DEFINITIONS

- **Sabbatical leave:** Refers to an approved uninterrupted paid leave for a faculty member for a period of time to engage in scholarly activities that promote the mission of the University.
- **Leave without salary:** Refers to leaves for any period of time that is completely without salary.
- **Regular:** Class of faculty appointment identified with continuous appointment.

#### 2.2 POLICY STATEMENTS

1. A regular full-time faculty member or a researcher may apply for leave of absence without salary for a period that does not normally exceed one academic year. The Provost/VP Research shall submit his/her recommendation to the President who has the final authority to approve a no-pay leave.
2. Leave without salary will not be granted if it comes at the expense of students. The relevant College Dean shall approve the leave and demonstrate how the load of the faculty member will be carried out; including the teaching and mentoring needs of the college or needs of a research institute in the case of a researcher, availability of replacement faculty/researcher, impact on ongoing research and theses, etc.
3. The no-pay leave duration is not calculated in the minimum residence period for a required residence period in the promotion application.
4. Faculty members on leave without salary are not eligible to apply for promotion during the leave.
5. It is HBKU policy that the University is not obliged to offer leaves if the work of the University requires such action.
6. Other HBKU university policies related to faculty conflict of interest, professional consultancy and others are applicable to faculty on leave without salary.

### 3. RESPONSIBILITY/SOURCE/AUTHORITY

This policy and accompanying procedures were developed by the Office of the Provost, reviewed and endorsed by the University Academic Programs and Studies Committee and endorsed by the Provost and the University President and approved by the BOT.

This policy assigns the implementation of this process to the HBKU Provost in collaboration with appropriate college committees and deans.





**HBKU Academic Policies Manual**

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**3. 1 COMMUNITY SHOULD KNOW THIS POLICY**

President, Provost, Vice Presidents, Deans, Program Coordinators, Directors, Faculty, Students

**4. UPDATES**

SUMMARY OF CHANGES		
Date	Section	Change

**5. ACCOMPANYING PROCEDURE**

