FACULTY LEAVE OF ABSENCE WITHOUT PAY

A. Purpose

The purpose of this policy is to provide the basis and guidelines for granting a faculty member leave of absence without pay at The University of Texas-Pan American in accordance with The University of Texas System Regents' *Rules and Regulations* Series 30201

B. Persons Affected

This policy applies to faculty.

C. Policy

The Policy follows federal and state law and the University of Texas System Regents' *Rules and Regulations* Series 30201 for granting a leave of absence without pay to a faculty member.

D. Definitions

Introduction and Definition

1. With the interest of The University of Texas-Pan American being given first consideration and for good cause, leaves of absence without pay may be granted to a faculty member for the purpose of study, research, travel, service and/or personal reasons within the term of appointment of any faculty, subject to the general conditions included herein. Leaves of absence for a first year or portion hereof or a second consecutive year's leave may be granted by the President, or his or her designee. Leaves of absence for a third consecutive year will be granted only for the reasons outlined in subsection, B.3.a and B.3.b. following review and approval by the Executive Vice Chancellor for Academic Affairs.

2. A faculty member shall not be eligible for a leave without pay until he or she has been employed at least three years at The University of Texas-Pan American. Time in service as a part-time faculty member shall not be counted toward leave of absence without pay eligibility.

3. A leave of absence without pay shall not be granted initially for longer than twelve months from when the leave begins.

    a. Except in unusual circumstances, such as military service, reasons of health, continued graduate study, and public service or other activity which reflects credit

on the institution and enhances an individual's subsequent contributions to the institution, a second consecutive year of leave of absence will not be granted.

b. Except in very unusual circumstances a third consecutive leave of absence for one year will not be granted.

4. Tenure-track probationary periods during which a faculty member is on leave of absence shall not be counted toward fulfillment of a required probationary period or be counted in calculating when the comprehensive evaluation is required.

5. With the interest of the University being given first consideration, a leave of absence without pay pursuant to this Section 6.6.1 of the *Handbook of Operating Procedures*, may but need not be granted to a faculty member to participate in political activities. However, a leave of absence without pay shall not be granted to UTPA faculty for the purpose of being a candidate for an elective public office, holding an elective public office, or directing the political campaign of a candidate for an elective public office.

6. Parental leave for all faculty shall be as provided by State law as set out in *Texas Government Code* Section 661.913 giving supervisors the responsibility for approving parental leave requests for those employees not eligible for Family and Medical leave for the birth of a natural child or adoption by or foster care placement with the employee of a child younger than 3 years of age. Faculty must first use all available and appropriate vacation and sick leave and then the remainder of the leave period will be leave without pay. Parental leave of absence may not exceed twelve weeks.

7. Faculty requesting a leave of absence without pay should consult with the Office of Human Resources for information regarding impact of their leave on their retirement plan and benefits package.

E. Responsibilities

Not Applicable.

F. Procedures

1. A faculty member requesting a leave of absence without pay shall submit an application request stating the purpose of the leave, destination, and period of time covered to his or her department chair.

2. The leave of absence without pay application shall be submitted to the President through the department chair, college dean and Provost/Vice President for Academic Affairs. Each of the administrators listed above shall provide a recommendation regarding the request for leave without pay to the President for approval.

3. After a return to active duty of one year or more, the leave of absence privilege will again be available**,** subject to the conditions above.

G. Review

The Divisional Head of this policy is the Provost/Vice President for Academic Affairs and this policy shall be reviewed every five years or sooner if necessary by the following Stakeholders:

1. Vice Provost of Faculty Affairs-Senior Reviewer
2. Academic Affairs Executive Team
3. Faculty Senate
4. Director of Human Resources