

## **Faculty Personal/Annual Leave Policy**

Faculty (non-twelve-month) on academic year contracts may request personal leave, with approval from their respective division chair and the Vice President for Academic Affairs, provided all responsibilities such as deadlines for turning in grades and other contractual responsibilities have been met. A "Leave of Absence" form is filed with the division chair. The request must be approved prior to date(s) of the leave requested.

Twelve-month faculty shall be entitled to annual leave at the rate of 16 hours per month, 24 days per year.

**Reviewed: Fall, 2009**  
**Revised: Fall, 2009**  
**Reviewed: Spring, 2016**  
**Sponsor: President**