

II-2.20(A) UNIVERSITY OF MARYLAND POLICY ON LEAVE WITHOUT PAY FOR FACULTY

(Approved by the President August 1, 1991; Amended and approved on an interim basis pending Senate review on November X, 2019)

I. Purpose

A faculty member may be approved for a Leave of Absence without pay under certain conditions in accordance with the University System of Maryland (USM) Policy on Leave Without Pay for Faculty (II-2.20) and the procedures set forth in this policy.

II. Definitions

- A. **“Leave Without Pay”** means any reduction in service to the University of Maryland (UMD) which results in reduced compensation, other than a sabbatical.
- B. **“Leave of Absence”** means a period of time a faculty member takes away from their official duties at the University while still holding their appointment and title. A Leave of Absence may consist of Partial Leave with reduced service and compensation, or Full Leave, where there is a complete suspension of services and compensation.
- C. **“Sabbatical Leave”** means a period of paid leave granted after six years of service at the University to tenured faculty members who wish to conduct scholarly work and research activities that would advance the faculty member’s standing in the professional community and further the University’s mission.

III. Applicability

This Policy applies to all eligible University of Maryland faculty covered by the provisions of the University of Maryland Policy & Procedures on Appointment, Promotion, and Tenure of Faculty (II-1.00[A]).

A. Eligibility

- 1. To be eligible for a Leave of Absence, a faculty member must:
 - i) Be employed on a full-time basis at the University; and
 - ii) Be actively employed for at least one year prior to the beginning of the proposed leave.

B. Criteria

1. Leave Without Pay shall not significantly disrupt the faculty member's academic unit.
2. The activities to be undertaken must support the University's missions of teaching, scholarly and creative activities, and service to the State, the nation, and the world, and must enhance the faculty member's ability to support these missions.
3. The President may determine that unusual circumstances warrant granting a Leave Without Pay for personal reasons, such as health or family obligations.

C. Period of Leave

1. Leave Without Pay is granted for one semester or one year.
2. Leave Without Pay should not normally exceed one full year, unless there are exceptional circumstances.
3. Leave Without Pay is not normally granted contiguous with Sabbatical Leave if the combined period of leave would exceed one year, unless there are exceptional circumstances.

IV. Procedures

A. Application Process

1. Applications for Leave Without Pay must be:
 - i) in writing to the unit head; and
 - ii) at least six months in advance of the leave unless it is determined that there are unusual circumstances.
2. Applications for Leave Without Pay must contain:
 - i) A description of the purpose of the leave;
 - ii) how it conforms to the requirements of this Policy; and
 - iii) a plan to minimize disruption of the academic program.

3. Renewal Applications

A new application for Leave Without Pay with renewed recommendations must be submitted and approved for:

- i) An extension of Leave Without Pay beyond the original period; or
- ii) A request for Leave Without Pay contiguous with a Sabbatical Leave or any absence from active duty exceeding twelve calendar months.

B. Review Process

1. The unit head shall review the application for Leave Without Pay and make a written recommendation.
2. The application together with the unit head's recommendation shall be forwarded through normal administrative channels to the President.
3. The President shall make the final decision on whether Leave Without Pay should be granted or denied and the faculty member shall be notified of the final decision in writing. The granting of a request for Leave Without Pay is at the sole discretion of the President.

V. **Consequences of Leave Without Pay**

A. Tenure-Track Faculty

1. If an untenured faculty member requests Leave Without Pay, any delay to the mandatory tenure review shall be approved in accordance with the provisions in the University of Maryland Policy & Procedures on Appointment, Promotion, and Tenure of Faculty (II.1.00[A]) and shall be specifically stated in the Leave Without Pay approval.
2. Unless specifically stated otherwise, the period of Leave Without Pay shall not be counted in determining the date for mandatory tenure review.

B. Sabbatical Leave

1. The period of Leave Without Pay shall not be counted as service toward the faculty member's eligibility for Sabbatical Leave.

C. Other Benefits

1. A faculty member on Leave Without Pay shall continue to be eligible for all employment benefits available to the faculty member prior to the Leave Without Pay, to the extent and under the conditions permitted by each benefit program.
2. Employees who fall below a 50% appointment at the University while on Leave Without Pay will be ineligible for benefits. Upon being granted Leave Without Pay, it is the responsibility of the faculty member to contact the Office of Employee Benefits to determine their benefits coverage and responsibility for premiums while on Leave Without Pay.

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