



FACULTY LEAVE OF ABSENCE Policy

Leave-Without-Pay

1. Georgia College & State University may grant, with the approval of the Provost and Vice President for Academic Affairs, leave-without-pay to faculty members for a period not to exceed one year at a time for the purpose of study, research, scholarly and creative activity, instructional improvement, or faculty retraining.
2. The Provost and Vice President for Academic Affairs will determine eligibility, the criteria to be met and the procedures to be followed for approval of leave-without-pay. A justification for the leave is required, and this includes a statement of what the faculty member plans to accomplish during the leave. A form available from the Office of Academic Affairs will be provided for this purpose.
3. Within 30 days of returning to full-time responsibilities following a leave-without-pay, the faculty member must submit a written report to the department head describing what was accomplished during the leave. This report must be filed with the dean's office of the faculty member's college.

Leave-With-Pay

1. Georgia College & State University has a leave-with-pay policy through which faculty members are able to obtain leave-with-pay for a period not to exceed one year at a time for the purpose of study, research, scholarly and creative activity, instructional improvement, or faculty re-training. Leave may be granted with full or partial pay.
2. The Provost and Vice President for Academic Affairs will determine eligibility, the criteria to be met and the procedures to be followed for approval of leave-with-pay. A justification for the leave is required, and this includes a statement of what the faculty member plans to accomplish during the leave. The President of an institution may approve leave for one year or less. The Board must approve leave-with-pay if a leave is renewed at the end of a year.
3. Before being granted a leave with pay, the faculty member must sign an agreement promising that:
 - * For a leave with pay of less than a year, the faculty member will return to the institution at the termination of the leave for a period of at least one year.
 - * For a one-year leave with pay, the faculty member will return to the institution at the termination of the leave for a period of at least two years.

* If the faculty member does not return to the institution for the full amount of time specified in the agreement the faculty member will reimburse the institution for the amount of compensation received while on leave, as well as any other expenses paid by the University System of Georgia during the leave.

4. The purpose of leave-with-pay is not to augment personal income by accepting employment during the period of time covered by the leave. However, leave-with-pay may also be approved for faculty who win distinguished fellowships or lectureships that provide a stipend, but at a level below the faculty member's base pay. In these cases, Georgia College & State University may permit salary support to augment the support provided by the fellowship, grant, or lectureship. Such additional compensation may be necessary in order to support leaves that will be taken in other countries or on other campuses or permit faculty members to accept distinguished fellowships, grants, or lectureships.
5. Within 30 days of returning to full-time responsibilities at Georgia College & State University following a leave-with-pay, the faculty member must submit a written report to the department head describing what was accomplished during the leave. This report must be filed with the dean's office of the faculty member's college.

<http://gcsu.smartcatalogiq.com/Policy-Manual/Policy-Manual/Academic-Affairs/EmploymentPolicies-Procedures-Benefits/Faculty-Professional-Development-Opportunities>

Policy: Board of Regents Policy Manual, Section 8.2.7.4 & Section, 8.3.13
<http://www.usg.edu/policymanual/section8/>