



Title: Faculty Personal Leave	Policy No.: ADM 6.03	Date: 8/1/12 Rev.: 8/1/13, 8/1/18
Areas Affected: All BSMCON Faculty		Page 1 of 1

**POLICY STATEMENT:**

It is the policy of Bon Secours Memorial College of Nursing that faculty on ten-month full-time contracts will receive 5 days, or 40 hours, of paid personal leave (“incidental time off”) per contract period (August 1 – May 31). Personal leave may be used at the discretion of the faculty member, subject to supervisory approval. Personal leave that is unused as of May 31 of each academic year will not transfer to the following contract period. Personal leave of any type that occurs after the 5<sup>th</sup> allowable paid day will not be compensated and will result in deduction of pay from the faculty member’s bi-weekly paycheck per the terms of the faculty contract of employment.

**PROCESS:**

Planned Absence

For any planned absence, the faculty member should submit as far in advance as possible, but no later than 2 weeks prior, a completed leave slip to the Dean of Nursing for approval. Planned absences should not create disruption in the delivery of instruction to students nor should they prohibit the faculty member from fulfilling any other responsibilities of the faculty role (e.g., submitting grades, responding to student appeals, committee work, etc.). If the planned absence involves missing an assigned teaching or other\* responsibility, the faculty member must also submit the coverage s/he has secured to meet that responsibility. Such submission must include the signature of the faculty member who will provide the coverage. Approval of the request is at the discretion of the dean.

Planned absences should not involve the request of consecutive days off unless personal circumstances are such that this is unavoidable. Further, planned absences during the time frames of August 1 until the beginning of classes and from the end of classes in May until May 31 are discouraged due to the various administrative and committee tasks which must be completed during this time frame.

Unplanned Absence

For any unplanned absence, the faculty member should notify the Dean of Nursing, his/her assistant, or his/her designee as soon as possible of the need to miss an assigned teaching or other\* responsibility. The dean will complete a leave form and the faculty member will be required to sign the form upon his/her return to work.

Reference Policy #

<b>Approved by:</b> <u>Barbara Leshells</u> <u>Meloni</u>	Dean of Nursing Provost/VP Title	<u>5/30/2018</u> <u>6.1.18</u> Date
<b>Approval History:</b> Committees and Dates: VP/Provost- 8/31/12; 7/5/13, 1/18 Policy Committee: 9/17/12; 9/17/12; 7/10/13, 2/18		
Key words: Attendance; Personal Leave		

\*“Other” refers to the responsibilities, other than teaching, which a faculty member has scheduled, including, but not limited to, office hours, advising appointments, and committee meetings.