

## Leaves of Absence and Vacation

### LEAVES OF ABSENCE

In all cases involving leaves of absence [for full-time faculty](#), the following conditions must be set forth in writing prior to approval of the leave request: the duration of the leave and its purposes, the extent to which salary (including merit evaluation during the absence) and fringe benefits will be affected, whether or not (if the date on which the leave is to end is stipulated in advance) the time of the leave will be considered toward tenure [and/or](#) toward promotion (where time in rank is a consideration) and sabbatical eligibility, and, if the leave is to delay such consideration, the extent to which the expectation of scholarly productivity in future evaluations will be affected by the additional preparatory time the leave permits.

When any of the leaves of absence listed below, if the effect of the leave on the tenure year was not determined when the leave was approved or, as is often the case with sick leaves, the return date was unknown or only estimated when the leave commenced, result in less than full-time service for at least one academic [semester](#) (during which a faculty member is assigned teaching, [research](#)/scholarship/[creative activity](#), and/or service responsibilities), a probationary faculty member may petition the Provost to delay tenure consideration by one year. Such petition must be filed within 90 days of the faculty member's return to full-time service. If the petition is approved, the approval shall include a statement indicating the extent to which the expectation of scholarly productivity in future merit, progress toward tenure, and tenure evaluations will be affected by the additional preparatory time the leave permits.

#### 1. Professional Leaves

[A faculty member may request a professional leave of absence to engage in career-related activities or study for a period of one year or more with Provostial approval. The college dean and the Provost may approve the leave if it will contribute to the professional growth of the faculty member or will promote the faculty member's academic contribution to the University. The specific conditions of such leaves are determined on an individual basis. The letter granting the leave should specify any expectations for research during the leave year and, as appropriate, implications for tenure consideration and sabbatical eligibility. Unless otherwise specified in the letter granting a leave, a faculty member on professional leave must return to the University for at least one academic year after completion of the leave. Policies and regulations concerning these leaves are described on the Northeastern University Policies website.](#)

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Members of the faculty in teaching and/or research including Co-op Coordinators (2.9), Clinical or Academic Specialists (2.7), or Full-Time Lecturers (2.8F) who hold appointments on a twelve-month basis are entitled to an annual vacation to be accumulative at the rate of two workdays per month. Faculty, including Coordinators, Specialists, or Lecturers who are employed on a 3 1/2-quarter or less basis and are paid an annual salary do not accrue vacation during the periods when they are in service at the University. ¶

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## 2. Leaves of Absence for Academic Study

- a. Purpose: To enable full-time faculty members to be free of University responsibilities in order to do advanced study in their fields, leading to a terminal degree.
- b. Eligibility: A full-time faculty member shall be eligible for this leave, provided he or she has served at least three years as a full-time faculty member of Northeastern University.
- c. Time Limit: It is expected that leaves of absence for academic study will normally not exceed one year.
- d. Method of Application: A faculty member applies, in writing, for such leave to the academic unit head (e.g., school dean, department chair, program director) describing fully the program of study the faculty member would pursue if granted the leave. If the Dean of the College and the academic unit head approve, the request is forwarded to the Provost for final approval.
- e. Full-time faculty members are considered employees of Northeastern University while they are on such leave, and the period of leave is credited as service for purposes of retirement. While the faculty member would receive no salary from the University during this period, the following regulations would continue in force during the leave:
- 1) Faculty members are allowed to continue at their own expense in any of the University's health plans.
  - 2) Northeastern University continues the Major Medical and life insurance coverage.
  - 3) Tuition remission benefits continue (including those for family members).
  - 4) The University will make special arrangements for the Retirement Program with the faculty member when on a leave of absence for academic study.
  - 5) The time on leave for academic study does not count toward tenure, and
  - 6) It is expected that faculty members receiving such leaves would return to Northeastern for at least one academic year unless some other mutually satisfactory arrangement is made.

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## 3. Other Leaves

Other types of leave include Parental Leave, Family Leave, Medical Leave, and Leaves for Military. Beyond the conditions outlined above for all faculty leaves, the policies and regulations regarding these other leaves may be found on the Northeastern University Human Resources Management website and the Northeastern University Policies website.

### VACATION

The vacation policies for members of the full-time faculty who hold appointments on a twelve-month basis can be found on the Northeastern University Human Resources Management website.