

## **5-17 Personal Leave for Faculty**

Faculty members do not earn annual leave. They are considered on leave during the same periods granted to curriculum students. The college may require faculty to be present on campus during these periods when their services are needed for such college designated activities as attending faculty and staff meetings or workshops, assisting in the beginning-of-semester registration, counseling of students, and other related activities.

To compensate full-time faculty for required attendance at scheduled college professional development activities, two personal leave days per academic year may be approved provided that prior arrangements with the immediate supervisor have been made to cover the class or modify the class schedule. A Class Schedule Modification Form and an Other Leave Form must be approved by the immediate supervisor and submitted to the Vice President of Learning two weeks prior to the personal leave.

The Office of the Vice President of Learning will forward the leave form to the Payroll Office. Personal leave not taken during an academic year will be forfeited and is not carried over into the next year. Faculty members terminating their employment are not entitled to payment for the remaining balance of any unused leave.