

**Effective Date:** November 2020  
**Previous Version:** None  
**Policy Owner:** Chief Academic Officer  
**Approved by:** President  
**Approval Date:** 11/1/2020

## LEAVES OF ABSENCE

Full-time faculty members are normally expected to be on campus five days a week, Monday through Friday, during any semester in which they are teaching, excluding holidays. Part-time faculty members' time on campus should be a reasonable proportion of the fraction of a full-time load that the position carries, worked out in consultation with the Department Chair. A faculty member's presence and availability to students are vital to the functioning of the University, and any departure from this expectation should be discussed with and approved by the Chief Academic Officer.

Faculty members are expected to meet all classes for which they are scheduled. Necessary absences should be reported in advance to the Department Chair. Department chairs should report their own absences to the Chief Academic Officer. In cases of extended absences, the Department Chair should notify the Chief Academic Officer about the use of substitute teachers.

### Paid Time Off (PTO)

All NewU Full-time Faculty, are eligible to utilize up to 20 (twenty) business days of PTO per fiscal year roughly equivalent to 4 weeks of vacation. Unused PTO days do not accrue and do not carry over to subsequent periods.

PTO requests must be submitted in writing at least 2 weeks in advance of the planned vacation, and approved by the Department Chair. These days should be used after the end of the Academic year and prior the start of the new one. A faculty member's presence and availability to students are vital to the functioning of the University, and PTO requests will not be approved during semesters.

### Personal Days

All NewU Full-time Faculty are eligible to claim up to 10 (ten) Personal Days per fiscal year for good cause to care for their own physical or emotional wellbeing or that of close family members, make court appearances, vote, take time for bereavement, etc. Department chairs may require substantiation prior to approving any Personal Days. Any requests for Personal Days must be submitted in writing to the Department Chair at the earliest opportunity, and approved by the Department chair. Department chairs may make exceptions for good cause at their discretion, provided that NewU is not adversely affected.

### Unpaid Leaves of Absence

Unpaid leaves of absence may be requested by any faculty member for personal or professional reasons. Unpaid leaves may be for a period of one semester or one academic year and may be renewed once. Requests for unpaid leaves of absence should be made, whenever possible, one semester in advance of the semester or academic year for which the leave is requested. Requests should be made in writing to the Chief Academic Officer and copied to the Department Chair. The

Chief Academic Officer, and the Department Chair will examine the curricular implications of the requested leave and determine if a suitable temporary replacement can be found. If the granting of the leave does not jeopardize the faculty member's program area, then the leave may be granted on the sole discretion of the President.

Unpaid leaves may also be requested for medical or family related emergencies. While in some cases the faculty member may not give adequate notice, it is expected that both the faculty member and administration will make reasonable efforts to accommodate each other.

The University will offer the faculty member on leave the opportunity to maintain his/her benefits. The faculty member will be required to reimburse the University for the cost to the University of the benefits, subject to all applicable laws.

**[End]**