

# Leave Policy and Procedures

## I. INTRODUCTION

The University of Washington provides various leave opportunities to accommodate many personal and professional situations. The variety of leaves includes Sick Leave, Family Care Leave, Family and Medical Leave, Leave without Pay, Military Leave, and Paid Professional Leave.

Each type of Leave has individual requirements for submitting a request. Details of the policies for different kinds of Leave are found on the Academic Human Resources Web site (at "[Leaves and Employment Terms](#)").

([http://www.washington.edu/admin/acadpers/prospective\\_new/leaves.html](http://www.washington.edu/admin/acadpers/prospective_new/leaves.html))

Leave circumstances may arise due to personal or family situations that may be confidential. Faculty considering seeking Sick Leave, Family Care Leave, Family and Medical Leave, Leave without Pay, or Military Leave should consult the Academic Human Resources Web site and should meet with their Department Chair (and, if appropriate, with the Department's Program Manager). These individuals will consult as appropriate with individuals in the Dean's Office regarding procedures to be followed.

Paid Professional Leave is provided to professorial faculty of the University of Washington to support the scholarship and professional development and thereby enhance their capacity for service to the University. Paid Professional Leave is considered a privilege to afford faculty the opportunity for study, investigation, and research.

Authority to grant Paid Professional Leave rests with the Regents upon recommendation of the President. In practice, the Provost allocates Paid Professional Leave quarters to each of the colleges and schools and the review of applications for Paid Professional Leave is handled initially at the level of the Departments, and thereafter at the level of the College. Therefore, faculty in the College of Built Environments must follow the procedures and deadlines indicated in the guidelines described in this website.

## II. PAID PROFESSIONAL LEAVE

### A. Policy

[Executive Order 33](#), in the *University of Washington Policy Handbook*, establishes the framework for allocation of quarters of Paid Professional Leave.

(<http://www.washington.edu/admin/rules/policies/PO/EO33.html>) Section 1.A. states:

"The purpose of professional leave with pay is to increase the scholarship and professional development of members of the faculty and thereby enhance their capacity for service to the University. Leave of this type from academic duties is a privilege granted normally to those of

professorial rank to afford them the opportunity for study, investigation, and research."

This statement underlies the evaluation and review procedures conducted within the College of Built Environments when faculty members apply for Paid Professional Leave. In particular, the purpose of Paid Professional Leave is to "increase the scholarship and professional development" of faculty, and to undertake "study, investigation, and research." The emphasis is clearly on research and investigation. Routine expectations of faculty such as regular enhancements to courses are not, by themselves, the purpose of Paid Professional Leave. Paid Professional Leave is to be used for research and scholarly investigation. A by-product of the research and investigation may be course enhancements, but the primary goal should be one that is focused on research, creative achievement and/or significant professional development.

## **B. General Framework -- Provost/Academic Human Resources**

The general framework for administration of Paid Professional Leave within the University of Washington has been established by Academic Human Resources. The Academic Human Resources website includes a summary of key details regarding [Paid Professional Leave](#).

([http://www.washington.edu/admin/acadpers/faculty/paidprof\\_leave.html](http://www.washington.edu/admin/acadpers/faculty/paidprof_leave.html))

### 1. Salary Support

The University of Washington typically provides salary support for the period of the leave as follows:

- One year - Two-thirds salary (67%) for a leave of three quarters (or four quarters if the applicant's basic appointment is annual, 12 months);
- Three-fourths salary (75%) for a leave of two quarters; or
- Full salary (100%) for a leave of one quarter.

If a faculty member secures outside grant support, to be paid during the leave period, which is designated for salary purposes, such funds may be applied to increase the faculty member's remuneration for the period of the leave to full salary, and thereafter to reduce the University contribution. (For the very limited exceptions to this policy, see: Executive Order 33, Section 2, Subsection E.)

Faculty on paid Professional Leave are not allowed to accept remunerative employment during the period of the leave except where the purpose of the leave is for professional practice or experience which cannot be obtained otherwise. Supplemental grants and/or fellowships may be received as long as the grant or fellowship does not involve duties or obligations that hinder the pursuit of the purpose for which the Paid Professional Leave has been granted.

### 2. Eligibility

A faculty member is eligible for a professional leave in their seventh (7th) year of service at the University or in the seventh (7th) year after return from a previous Paid Professional Leave. Assistant Professors are not eligible for Paid Professional Leave until they have been reviewed and approved for tenure/promotion.

### 3. Obligation

A faculty member must return to the University and work for the University for a period of one year following completion of the Paid Professional Leave. Failure to comply with this requirement will obligate the faculty member to repay the University any remuneration received from the University during the period of the Paid Professional Leave.

### C. College of Built Environments Schedule and Procedures

The Academic Human Resources website suggests that a faculty member may apply for proposed Paid Professional Leave nine months in advance of the quarter when the proposed leave will begin. However, the Provost allocates quarters of Paid Professional Leave to the College of Built Environments annually at the beginning of Fall Quarter. Because the number of quarters allocated to the College of Built Environments will often be exceeded by the number of requests from CBE faculty, quarters of Paid Professional Leave are typically all allocated in Fall Quarter. Therefore, allocation of quarters of Paid Professional Leave within the College of Built Environments is governed by an annual calendar beginning no later than the beginning of Fall Quarter of the academic year prior to the year in which the applicant wishes to receive Paid Professional Leave. Dates and deadlines are as follows:

**Late September to early October:** Provost/Academic Human Resources notifies College of Built Environments Dean's Office of number of quarters of Paid Professional Leave to be available in the academic year beginning in late September the following Academic Year. At the next CBE Executive Committee meeting, the Dean may inform the Department Chairs of the number of quarters allocated to the College.

**October 1 to end of October:** Faculty in the College of Built Environments who wish to apply for Paid Professional Leave for the following academic year are encouraged to discuss the proposed Leave with their Department Chair. Discussions may address the faculty member's research, scholarship and/or professional development plans, possible schedule of Leave, who might teach the faculty member's courses should the faculty member receive quarters of Leave, and similar topics. Although it is not required that faculty members discuss plans to apply for Paid Professional Leave with the Department Chair, it is strongly encouraged.

**November 1:** Faculty members must submit two copies of complete Paid Professional Leave applications to their Department Chairs no later than November 1. A complete Paid Professional Leave application includes a completed cover sheet (form available at Academic Human Resources web site), a detailed letter of application, supplemental information (such as supporting letters), and a complete c.v.

**November 1 to November 15:** Each Department Chair reviews and prioritizes applications for Paid Professional Leave from faculty members in his/her department. The Department Chair prepares a letter to the Dean providing an evaluation and prioritization of the applications for Paid Professional Leave from faculty in the Department. The letter should summarize each proposal, evaluate its merits and evaluate the likelihood of the faculty member actually completing the proposed research and/or professional development project(s), and clearly state how the proposed project(s) will benefit the Department, College and University. When a Department Chair transmits multiple applications, the Chair must prioritize the applications.

**November 15:** Department Chairs submit two copies of the Paid Professional Leave applications from faculty in the Department along with Chair's evaluation and recommendation letter.

**November 15 to December 15:** The Dean reviews the applications for Paid Professional Leave and the letters of evaluation/recommendation from the Department Chairs. The Dean decides the final allocation of Paid Professional Leave quarters for the College of Built Environments.

**December 15:** The Dean must submit the approved requests for Paid Professional Leave to the Provost/Academic Human Resources on or before December 15. The Provost/AHR conveys the recommendations to the President for administrative action.

#### **D. Application for Paid Professional Leave: Faculty Responsibility**

##### 1. Application Form (Cover Sheet)

Faculty members applying for Paid Professional Leave must complete and submit the [Application Form](http://www.washington.edu/admin/acadpers/forms/paid_professional_leave102711.pdf) found at the Academic Human Resources web site. ([http://www.washington.edu/admin/acadpers/forms/paid\\_professional\\_leave102711.pdf](http://www.washington.edu/admin/acadpers/forms/paid_professional_leave102711.pdf)) There is no need to include the Instruction Page in the submittal.

Lines 1-20 of the Application Form must be completed by the faculty member. Once lines 1-20 are complete, the faculty member must read the "Commitment Agreement" (the agreement to return to the UW after the Paid Professional Leave) and sign the form.

##### 2. Application Letter

The faculty member must prepare a detailed application letter requesting Paid Professional Leave. Because this letter will be the primary basis on which Department Chairs will prioritize requests and will be the primary basis on which the Dean will recommend the allocation of quarters of Leave, the letter must be complete and detailed.

The letter of application should include the following information. (Faculty members may use sub-heads to clarify the organization of the letter and to show that all information has been provided.)

a. Purpose of leave: The applicant must provide a detailed statement of the applicant's plans for utilizing the time requested. The following items will likely be included:

- Description of project(s) including scholarly/research/professional basis; methodology; preliminary work already completed; schedule;
- Work products anticipated including research results, professional projects, publications, other plans for dissemination of results;
- Schedule of work anticipated; if part of a larger or on-going project, also include overall project schedule;
- Benefits to applicant; to Department/College/University; to profession or discipline; to community.

b. Individuals, Institutions, Foundations providing support:

- Identify individuals who may be collaborators, or who will be providing information or support to the applicant's project(s);
- Identify libraries, museums, centers, institutes, laboratories, or other locations or organizations where the applicant may spend time pursuing research or professional development during the leave;
- Identify foundations or institutions, if any, with which the applicant expects to be affiliated during the leave
- Outline/describe special resources available for the proposed work;
- Identify the source and amount of any supplementary grants, fellowships or salary support anticipated during the leave period;
- Identify any similar kinds of support or affiliations expected during the leave.

c. Plans for dissemination of results: The applicant should describe anticipated work products or means to be used to disseminate research results.

### 3. Curriculum Vita

The applicant must submit a complete copy of the applicant's c.v.

### 4. Supporting Letters (Optional)

The applicant may submit copies of supporting letters or informational letters from any of the individuals or institutions listed under item 2.b. (Optional)

If the applicant so desires, he/she may submit supporting letters (recommendation letters) from faculty members of the rank of associate or full professor, or from any other appropriate individuals not necessarily associated with the University. (Optional)

## **E. Application for Paid Professional Leave: Department Chair Responsibility**

Upon receipt of one or more application(s) for professional leave, the Department Chair prepares either a statement of recommendation approving the leave and stating the merits of the applicant's program, his/her ability to accomplish it successfully, and the benefits

which will accrue to the University as a result of the proposed leave; or a statement disapproving the leave and stating the reasons for disapproval.

When a Department Chair submits multiple applications, the letter to the Dean must provide an evaluation and prioritization of the applications for Paid Professional Leave from faculty in the Department. The letter should summarize each proposal, evaluate its merits and evaluate the likelihood of the faculty member actually completing the proposed research and/or professional development project(s). The Chair's letter should clearly state how each proposed project will benefit the Department, College and University.

The Chair's letter should rank all applications transmitted primarily on the content of the proposals, and only secondarily on each faculty member's past history, merit and similar factors. While individual merit will be considered, the primary basis for ranking proposals must be the specific content of each proposal including the likelihood that the faculty member will complete the work and disseminate the results.

#### **F. Application for Paid Professional Leave: Dean Responsibility**

The Dean reviews the applications for Paid Professional Leave and the letters of evaluation/recommendation from the Department Chairs. The Dean decides the final allocation of Paid Professional Leave quarters for the College of Built Environments.

If, as often occurs, the number of quarters of Paid Professional Leave requested exceeds the number of quarters allocated to the College, the Dean (or his representative) may propose an allocation of quarters to some faculty less than they have requested, or may suggest distributing quarters over more than one academic year, or may make other suggestions. It is the goal of the Dean's Office to support every meritorious proposal, but it also a goal of the Dean's Office to provide an equitable distribution of Paid Professional Leave quarters.

If the number of quarters of Paid Professional Leave requested exceeds the number of quarters allocated to the College, the Dean (or his representative) may also request that one or more faculty members defer their requests to the next academic year. However, because the allocation of quarters to the College by the Provost is not guaranteed, the Dean cannot provide guarantees that a proposal deferred from one year will be approved in the following year. Proposals received in each year must be evaluated in the context of the year in which they are submitted.

The Dean makes a final recommendation of allocation of Paid Professional Leave quarters. The Dean sends the Paid Professional Leave Application form and his/her recommendations to AHR.