Date: March 4, 2024

To: Melinda Smith
Chair, Faculty Council

From: Jennifer Martin
Chair, Committee on Responsibilities and Standing of Academic Faculty

Subject: Faculty Manual Sections F.3.14 through F.3.17 Administrative Leave

The Committee on Responsibilities and Standing of Academic Faculty submits the following:

MOVED, THAT SECTIONS F.3.14 THROUGH F.3.17 OF THE ACADEMIC FACULTY AND ADMINISTRATIVE PROFESSIONAL MANUAL BE REVISED AS FOLLOWS:

F.3.14 Special Leave (last revised June 22, 2006)

Any leave, with or without salary or expenses, that does not fall under one (1) of the categories found in the other sections of this Manual, shall be designated as a special leave. Each case shall be considered on its merits upon recommendation through administrative channels to the President.

F.3.15 Leave for Administrative Officers [content moved here from Section F.3.7]

Ordinarily leaves of absence are not granted to administrative officers unless the granting of such leave is considered to be in the best interests of the University.

Requests for leave for administrative officers, without salary, are considered on their individual merits by the Office of the President of the University and by the Board. When granted, they are known as “administrative leaves.” unpaid special leaves.

F.3.156 University Closure

no change to content

F.3.167 Parental Leave (last revised August 5, 2016)

no change to content
F.3.178 Catastrophic Circumstances Leave (last revised August 5, 2016)

no change to content

Rationale: These changes address the relocation of processes for ‘Leave for Administrative Officers’ from F.3.7. Additionally, the newly created F.3.15, which addresses leave for Administrative Officers removes the use of “Administrative Leave”, which is now addressed in F.3.7. Following the addition of a new F.3.15, the remaining sections in this unit were renumbered.