

## **Leaves of Absence for Winners of Prestigious Grants**

### **Revised April 2009**

Faculty who win prestigious grants that contribute to their professional development and bring favorable notice to the College may apply to the Dean of the Faculty for salary and benefits, as outlined below. The Dean of Faculty will determine which grants are “prestigious grants”.

Approval of all leaves of absence will continue to be at the discretion of the Board of Trustees upon recommendation of the President.

### **Salary**

A faculty member may apply to the Dean of the Faculty for a salary supplement in order to maintain full or partial salary during the leave. More lead time will increase the likelihood that a salary supplement can be approved; ideally, the faculty member will apply for any supplement before the grant application is submitted.

Approval of a salary supplement depends on the frequency with which the faculty member has received paid leaves, the ability of the faculty member’s department, associated programs, and the College to staff courses in the faculty member’s absence given financial resources, the amount of salary supplement requested, and the prestige of the grant. Adjustment of sabbatical schedule to delay the next sabbatical can ease the resource impact on the College of a salary supplement, thereby increasing the supplement’s feasibility. A faculty member who receives a salary supplement is obligated, as with sabbatical leaves, to file a report upon return with the Dean of the Faculty summarizing the leave and to return to the College for at least one year following the leave.

### **Benefits**

A faculty member may apply to the Dean of the Faculty for continuation of all or specific College benefits during the leave. Eligible benefits include the Flexible Benefit Program, the Retirement Plan, Tuition Program, and other benefits provided to employees as per the eligibility requirements of the College. Approval is contingent on the same factors described in the salary section above, as well as on the feasibility of approving requests involving unusual circumstances.

Faculty members who apply for continued benefits will be responsible for their share of contribution while the College contributes its portion. If a faculty member were not to return to the College, he or she would be required to reimburse the College for its contribution.

Faculty who are granted continuation of benefits are subject to all changes in benefits policy that occur while on leave.