

## **Section I – Salary & Fringe Benefits**

### **VI. Personal Leaves**

#### **C. Personal Leave of Absence without Pay**

A faculty member may request a personal leave of absence without pay. Leaves may be renewed, though normally they do not exceed the equivalent of one academic year. Requests for a personal leave or renewal of leave should be submitted to the department chair at the earliest possible time so that arrangements can be made to fulfill personnel needs. Requests should be forwarded by the department chair to the Dean of the Faculty's Office for approval.

A faculty member should arrange to continue Flex Plan coverage through Human Resources. In the context of personal leaves of absence without pay, the extent of Flex Plan coverage is normally based on the percentage of time served during a full academic year. A faculty member who continues to occupy a full-time position (2/3 time or more for an academic year) will continue to be eligible for 100% of Union's employer contribution to medical and dental insurance. A faculty member who reduces to half-time for the academic year will be eligible for 50% of Union's employer contribution to medical and dental insurance. A faculty member who is less than half-time for the academic year will be allowed to continue medical and dental insurance but will be responsible for 100% of the total cost (both employer and employee contributions).

Contributions to the retirement plan, while a leave is in progress, are based upon each paycheck payment to the faculty member.

A faculty member who is going on unpaid leave, has a child or children in college, and is receiving financial assistance from Union College towards tuition costs, at Union or elsewhere, may continue receiving these benefits while on leave. A faculty member who decides not to return from an unpaid leave will be required to reimburse the College for any financial assistance toward tuition costs received from the College during the term of the leave.

Although the College recognizes the importance of such leaves, approval of such a requested leave of absence without pay is at the discretion of the Board of Trustees upon the recommendation of the President.