Faculty Leaves Policy

This Faculty Leaves Policy is intended as a reference to the various leaves available to faculty personnel and is subject to change. Leaves that are specific to faculty personnel are defined by this policy. Leaves that apply to university personnel, in general, are defined in the Administrative and Staff Employee Leaves Policy.

DISABILITY LEAVE
The section of the Administrative and Staff Employee Leaves Policy regarding disability leave applies to faculty.

FAMILY AND MEDICAL LEAVE ACT (FMLA)
The section of the Administrative and Staff Employee Leaves Policy regarding family and medical leave applies to faculty.

FUNERAL LEAVE
The section of the Administrative and Staff Employee Leaves Policy regarding funeral leave applies to faculty. Faculty members should coordinate funeral attendance through their department chair.

JURY DUTY LEAVE
The section of the Administrative and Staff Employee Leaves Policy regarding jury duty leave applies to faculty.

MILITARY LEAVE
The section of the Administrative and Staff Employee Leaves Policy regarding military leave applies to faculty.

MISSION PRESIDENT/TEMPLE PRESIDENCY/MTC PRESIDENT/VISITORS’ CENTER DIRECTOR LEAVE
The section of the Administrative and Staff Employee Leaves Policy regarding mission president/temple presidency/MTC president/visitors’ center director leave applies to faculty.

PERSONNEL TRANSFER
See the Personnel Transfer Policy.

PARENTAL LEAVE
Parental leave accommodates eligible, full-time faculty while minimizing the impact on students, colleagues, and departments. When a full-time faculty member who has continuing faculty status (CFS), or is on-track for CFS, becomes the parent of a child, either by childbirth or by adoption of a child as defined by the Family and Medical Leave Act (FMLA), that faculty
member usually will qualify for a parental leave of one semester for the purpose of serving as the child’s primary caregiver (as used herein, “semester” is interchangeable with the combined “spring/summer terms”). If a faculty member and his or her spouse are both faculty and eligible for parental leave, either one, but not both, may take this leave. The other spouse not taking parental leave may request an unpaid leave in accordance with the university’s policy on personal leaves or the FMLA. (See “Personal Leave” section below; Administrative and Staff Employee Leaves Policy.) Non-CFS track faculty, who may also qualify for FMLA, may apply for parental leave depending on the unique circumstances of their employment. The request will be evaluated on the basis of the department’s ability to accommodate such a request.

**Family and Medical Leave Act (FMLA)**

Parental leave is intended to be consistent with the rights afforded under the FMLA. (See Administrative and Staff Employee Leaves Policy.) If the faculty member is FMLA eligible, then any qualifying FMLA leave time shall be administered concurrently with parental and personal leaves.

**Multiple Births/Adoptions**

Multiple births (e.g., twins, triplets) or simultaneous adoption of multiple children shall count as one event. This means an eligible faculty member is entitled to only one semester of approved parental leave for such an event.

**Salary, Benefits, and Responsibilities**

A faculty member who takes parental leave shall receive the same salary and benefits that she or he would have received if not on parental leave. During parental leave the faculty member shall be relieved of her or his normal faculty duties and responsibilities.

A faculty member on parental leave is expected to continue compliance with the Church Educational System Honor Code, including its dress and grooming standards. Latter-day Saint faculty also must maintain conduct consistent with qualifications for temple privileges. (See Personnel Conduct Policy; Rank and Status Policy.)

**Timing**

With approval, the faculty member may take parental leave during the semester in which the child is born or adopted, or during a subsequent semester that begins no later than six months after the birth or adoption. For purposes of this policy, a semester is defined as follows: fall semester (September–December); winter semester (January–April); spring/summer terms (May–August). A faculty member is expected to return to her or his normal faculty duties and responsibilities for at least one year immediately following parental leave or repay the salary and benefits used during the leave.
**Effect on CFS Clock**
The presumption is that a parental leave will result in a one-year extension of the CFS clock. (See Rank and Status Policy.) However, this one-year extension is optional with the faculty member. A request to extend the CFS clock must be made at the time the leave request is submitted by marking the appropriate box on the Leave of Absence Application form. The maximum number of extensions to the CFS clock for parental leaves is two within the six- or seven-year period. An additional extension for other reasons may be possible under Section 4.5 of the Rank and Status Policy.

**Multiple or Additional Leaves**
Generally, at least one year should pass from the end date of the last parental leave before an eligible faculty member qualifies for another parental leave. All other leaves are governed by university policy. (See Administrative and Staff Employee Leaves Policy.)

**Request for Parental Leave Form**
An eligible faculty member desiring a parental leave must submit a completed Leave of Absence Application form to her or his department chair or dean. Approval for a parental leave includes the following:

1. Certification that the purpose of the parental leave is for the faculty member to serve as the primary caregiver for a qualifying child
2. Certification that parental leave will not be used for purposes other than serving as primary caregiver (e.g., to pursue other employment opportunities, to work full- or part-time for another employer)
3. Confirmation of the anticipated start and end dates of the parental leave
4. Concurrent use of FMLA with parental leave
5. A commitment to return to normal faculty duties and responsibilities for at least one year immediately following parental leave, or to repay the salary and benefits used during the leave
6. Other conditions mutually agreed upon by the faculty member and the department chair or dean

**Notification Requirement**
In order to minimize the administrative burden of ensuring adequate coverage of responsibilities, an eligible faculty member should give her or his department chair or dean at least three months written notice of her or his intention to take parental leave. If notification is less than three months, the request will be evaluated on the basis of the department’s ability to reasonably facilitate such a request. Medical emergencies or the uncertainties of adoption that prevent the giving of three months’ notice will not disqualify an eligible faculty member from parental leave.
Availability of University Resources
When a parental leave would create an unavoidable overload for one or more faculty colleagues, the department chair may consider hiring additional temporary faculty to teach one or more courses, or teaching loads may be reassigned among department faculty. When appropriate, the department chair may request assistance from the dean, who may appeal to the academic vice president for additional resources.

PERSONAL LEAVE
Personal leaves are not funded by BYU and generally are not compensated. Personal leaves are not intended for the purpose of professional development, to enhance professional competence, or add value to the university. Also, it may be required that FMLA leave be taken concurrently with a personal leave. (See Administrative and Staff Employee Leaves Policy.) Examples of purposes for taking a personal leave include the following:

1. Personal or health issues that require a faculty member’s time, including the need to care for the health needs of family members
2. Legitimate family needs, including caring for children, parents, or other family members
3. Employment outside the university, including starting a business or consulting that does not qualify as professional development (See Conflict of Interest and Conflict of Time Commitment Policy)
4. Exploring and accepting employment at other institutions of higher education
5. Missionary service (See Administrative and Staff Employee Leaves Policy if the calling is as a mission president, temple president, MTC president, or visitors’ center director)

Granting of Personal Leaves
Personal leaves vary in length, but generally are not longer than one year. Requests for a personal leave require approval by the department chair and the dean. When approved, the dean forwards the request to the associate academic vice president–faculty development, who determines whether the request should be submitted for final approval in accordance with the same process governing approval of professional development leaves.

Benefits Implications of Personal Leaves
For the first three months of a personal leave, in order to continue full benefits (medical; dental; basic group life insurance; and occupational accidental death, dismemberment, and disability insurance), the faculty member must arrange to pay his or her share of the monthly premium contribution as normally deducted from his or her salary. The university will make its usual monthly premium contribution to the faculty member’s benefits. After the third month, the faculty member will be responsible for both his or her normal monthly premium contribution to benefits, and the university’s monthly premium contribution. Personal leaves
have other significant benefits implications, for example, under the Master Retirement Plan (MRP). Thus, it is essential for faculty members to contact Benefits Services when considering a personal leave. (Benefits Services, D-240 ASB, ext. 2-4716.)

**Rank and Status Implications of Personal Leaves**
For faculty in a CFS track position, personal leave may stop the CFS clock for one year. (See Rank and Status Policy, Section 4.5.)

**Salary Implications of Personal Leaves**
If a faculty member returns to full-time employment at BYU following a personal leave, the university may, at its discretion, offer a salary that includes the normal salary increase that the faculty member would have received had he or she not been on personal leave.

**Subsequent Employment Following Personal Leaves**
As part of the application process for a personal leave, the department chair and the dean should specify in writing whether the faculty member will be guaranteed employment after the leave. Whether employment is guaranteed will depend on the nature and purpose of the leave and legitimate university needs.

**Conflict of Interest during Personal Leaves**
A faculty member on personal leave remains an employee of BYU subject to university policy, including policy governing conflict of interest. A BYU faculty member shall not accept tenure nor agree to a continuing employment relationship with another academic institution while on leave from BYU unless written permission to do so is given by the faculty member’s chair, the dean, and the academic vice president. Otherwise, such an arrangement constitutes a conflict of interest. (See Conflict of Interest and Conflict of Time Commitment Policy.) To enter into such an agreement with another university without such written permission voids the faculty member’s continuing faculty status and exposes him or her to non-renewal of his or her employment contract with BYU.

**Partial Personal Leave**
Because full employee benefits accrue during a partial personal leave without a six-month separation, partial personal leaves will only be granted in extraordinary circumstances. A partial personal leave may be appropriate but should not generally exceed twenty-five percent time off, in order to maintain full benefits. Partial personal leaves should not generally exceed one year. Generally, a partial personal leave includes the concurrent use of FMLA if the purpose of the leave is FMLA qualified. (See Administrative and Staff Employee Leaves Policy, Family Medical Leave Act (FMLA) section; Parental Leaves section above.) A partial personal leave involves a proportional reduction in salary and faculty assignments and follows the same approval process as a regular personal leave. A partial personal leave may allow a faculty
member in a CFS track to stop the CFS clock for one year. (See Rank and Status Policy, Section 4.5.)

PROFESSIONAL DEVELOPMENT LEAVE
The university recognizes the value to faculty members, students, and the university when faculty members pursue high-value professional development leave opportunities.

Types of Professional Development Leaves in the McKay School of Education
The McKay School of Education (MSE) encourages faculty to take professional development leaves (PDLs) at appropriate times during their careers and to engage in additional professional development activities. Associate professors who are working toward advancement to full professor are particularly encouraged to apply. Three types of professional development leaves are available in the McKay School:

- professional development leave (PDL),
- informal professional development leave (informal PDL; see p. 13),
- short-term professional development activities (PDA; see p. 13).

Application/Approval for Professional Development Leave
In the McKay School of Education, professional development leaves require an application submitted for approval of the department chair, dean, and university. Faculty who are granted a PDL are excused from all university obligations for the duration of the leave. However, they are expected to continue to adhere to all BYU/MSE standards and policies.

Eligibility for Professional Development Leave
Professional development leaves are generally intended for full-time faculty members who have been granted CFS. Professional development leaves of a semester or more should not occur more frequently than once every seven academic years (six academic years in between leaves), except when the leave is requested for a rare and exceptional opportunity that is justified by the chair (or director) and the dean, and is approved by the academic vice president, with final approval by the university president. When a professional development leave is requested and granted before six academic years will have passed since the end of the faculty member’s prior leave, it is presumed a subsequent leave request would require waiting a commensurately longer period of time. Final approval for professional development leaves submitted during the final CFS review year will not be granted until after a successful outcome of CFS review is known. Although rare, where there are compelling circumstances, faculty on fixed-term appointments may be considered for a professional development leave after six years of full-time employment, provided that their appointment has been renewed for an additional term. (See Non-CFS Track Academic Appointments Policy.)
Eligibility for Professional Development Leave in the McKay School of Education

1. Rank as professorial or professional faculty on a continuing faculty status (CFS) track, with preference given to those who provide evidence of the following:
   - That the leave will support their rank advancement
   - That the leave will benefit the program, department, college, and/or university
   - That they have secured external funding to support their leave
   - That they have not had a previous PDL or informal PDL during the past six years
   - That they have met the objectives of any previous PDL or informal PDL

2. Agreement that they will not engage in paid employment (e.g., BYU evening school) without prior approval during the period of the leave.

Purposes of Professional Development Leave

Purposes that may justify the granting of a professional development leave include the following:

1. A significant extension of professional knowledge, experience, or skills beyond those already possessed in research, creative activities, informational competency, or teaching ability
2. A renewal of professional knowledge or skills in the faculty member’s field
3. Publication of scholarly or creative work or other exposure to an appropriately critical audience
4. Attaining licensure, certifications, or an advanced degree recognized as the terminal degree in the faculty member’s discipline, or one that would bring enhanced competence to the faculty member’s assignment
5. Opportunities for collaboration with scholars at other institutions or for consultation or employment at agencies or institutions that would enhance the faculty member’s professional skills, stature, or productivity
6. Opportunities for carrying out research or creative work at sites outside the university when this contributes to the quality of the work

Written justification for a professional development leave should include the following:

1. A description of the leave opportunity and its potential contribution to the expertise or productivity of the faculty member
2. A description of the scholarly or pedagogical products likely to result from the leave
3. A statement of likely benefits to the university
4. A detailed justification of any request for support funding
Professional Development Plan
Professional development involves an ongoing plan to enhance professional expertise, increase creativity, and produce more proficient scholars and teachers. Professional development includes a balanced program of professional leaves, reading, improvement of teaching technique, innovative course development, creative work, research, artistic production, involvement in community service, and/or activity in professional organizations. Upon returning from a professional development leave, the faculty member is expected to provide a summary of his or her experience for the benefit of colleagues and other interested parties. Guidelines set forth by the department or college determine how and when this summary is to be presented.

Each faculty member should formulate a professional development plan. This plan may include professional development leaves. The department chair should review the professional development plan as part of the faculty member’s Annual Stewardship Interview. (See Rank and Status Policy, Section 3.1.4.)

Granting of Professional Development Leaves
Generally, a professional development leave may be approved for no longer than one year. Under special circumstances, a professional development leave may be extended. The faculty member is guaranteed employment at BYU at the conclusion of a professional development leave, unless terminated for cause. A request for professional development leave requires written justification for the leave and initial approvals at the department and college levels. (Refer to the Leave of Absence Application form.) After the initial approvals are obtained, the dean forwards the request along with the written justification to the associate academic vice president—faculty development, who determines if the request should be submitted for final approval. Final approval is granted by the university president.

Preparation for a Professional Development Leave in the McKay School
To ensure that individual PDLs are consistent with departmental needs, by April 1 of each year department chairs will submit to the Dean’s Office a projected three-year schedule for professional development leaves. The faculty member must receive approval for a PDL before committing to any external funding (e.g., Fulbright).

First consideration for resource allocation is given to faculty who submit applications by requested deadlines:
- September 1 of the previous year if the leave is to begin in the fall semester
- January 1 of the previous year if the leave is to begin in the winter semester
Funding for Professional Development Leaves
University funding for professional development leaves generally comes from budgeted funds allocated by colleges and departments. Leaves may also be supported with non-budgeted funds as appropriate.

Generally, a professional development leave for one semester is funded by the university at full salary. Professional development leaves for one semester are for either fall semester or winter semester. When approved by the department chair, and if normal teaching needs can be covered, faculty may request a summer/fall or winter/spring, but not a spring/summer/fall or winter/spring/summer, leave with full pay. The pay for professional development leaves that are longer than one semester plus a term will be the equivalent of the salary for one semester and a term (i.e., six months) based on the value of the average monthly salary for a ten-month contract during the academic year of the leave. A leave involving both spring and summer terms for a faculty member who is on contract for both terms is considered to be for a single semester. Professional development activities that occur while a faculty member is off contract do not require university approval.

Professional development leaves for which a faculty member’s salary is funded by an outside source should not also include salary funded by BYU. However, faculty may receive university support in addition to that provided by outside sources for salaries, travel, relocation, or project costs not funded by the outside source when such support will prevent financial loss to the faculty member. Occasionally, an arrangement may be considered where the university and the hiring institution share the cost of the salary for the faculty member. The university will make a reasonable attempt within policy and available resources to facilitate professional development leaves judged to have merit. The object is to make the leave possible as an investment in the faculty member’s professional development and productivity, or to re-tool after an administrative period. It is inappropriate for the university to provide funding in addition to that available from outside sources if it results in a double salary or in an unusual financial gain for the faculty member. University funds, regardless of the source, should not be used to supplement salaries beyond limits stated in the policy.

As McKay School leave funding is limited, faculty members are encouraged to secure additional financial support (e.g., Kennedy Center funding or external grants from other organizations) to support PDLs. Departments are expected to contribute to funding the leave (e.g., providing partial travel support, fund adjunct faculty to teach classes). The MSE may provide support in addition to contributions by the department or outside sources if (a) such support will prevent substantial financial loss to the faculty member, (b) the merit of the proposal is deemed appropriate, and (c) funding is available. MSE funds may be limited to supplies and travel for the faculty member, spouse, and eligible dependents.
**Funding for Spouse and Family Travel during a Professional Development Leave**

When a spouse and/or any eligible dependents under age nineteen accompany faculty members on professional development leaves and seek to travel at university expense, advance authorization must be requested on the professional development leave application when it is submitted for approval by the department chair and the dean. If the college or department chooses to fund any travel or reasonable living expenses for the spouse and eligible dependents accompanying the faculty member on the professional development leave, the faculty member should contact a qualified tax consultant to determine the tax liability associated with any funding (e.g., reimbursement, per diem). Colleges and departments should establish written guidelines within their resource parameters for costs associated with a spouse and eligible dependent(s) who wish to accompany faculty members on professional development leaves. The MSE will consider funding spouse and family travel to accompany the faculty member who is on professional development leave, not to exceed the maximum amount allotted for the leave.

**Benefits during a Professional Development Leave**

Faculty members will qualify for full benefits during a professional development leave approved and funded by the university. In cases where a faculty member receives salary and benefits from another institution during a professional development leave, he or she should work with Benefits Services to make sure benefits can be fully reinstated without penalty upon return to the university. If a faculty member receives full or partial salary from another institution but not benefits, BYU benefits should be requested on the Leave of Absence Application form, and will normally be provided by the university. Time spent on professional development leave will be counted as benefit credit for retirement purposes. Faculty members going on a professional development leave should contact Benefits Services to confirm whether the leave may impact their DMBA benefits.

**Evaluation and Reporting of a Professional Development Leave**

Evaluation and reporting of professional development leaves are essential. Each faculty member returning from a professional development leave should submit a written report to the department chair. This report should refer specifically to the proposed objectives that led to the granting of the leave and show how and to what extent the objectives were achieved. The department chair should review the report as part of the faculty member’s annual stewardship interview. Preferably, time in department meetings or special meetings should be given to report to the entire faculty of the department and other interested parties on the scholarly products and faculty development achieved as a result of the leave. Nevertheless, how and when the summary is to be presented should be determined by the department or college.

**Rank and Status Implications and Salary Increases during Professional Development Leaves**

When extraordinary opportunities arise for pre-CFS faculty, professional development leaves during the probationary period may be granted upon approval by the academic vice president.
As provided in the Rank and Status Policy, Section 4.5, time spent on professional development leaves is counted as part of the probationary period leading up to the final review for CFS. Thus, a professional development leave does not “stop the clock,” or alter the schedule of rank and status reviews. A CFS review will occur on schedule even if a faculty member is on professional development leave during the time of the review. The faculty member bears the responsibility to prepare and submit the required materials prior to or during the time of the leave. A review for rank advancement may occur while a faculty member is on leave. When a professional development leave is granted for the purpose of pursuing a graduate degree, consideration for promotion in rank will be given after, rather than before, the leave. A faculty member going on professional development leave will receive the same increase in salary base that would occur if the faculty member were not on leave.

**Conflict of Interest during Professional Development Leaves**
A faculty member on professional development leave remains an employee of BYU, and he or she is bound by university policy, including policy governing conflicts of interest. A BYU faculty member shall not accept tenure nor agree to a continuing employment relationship with another academic institution while on leave from BYU unless written permission to do so is given by the faculty member’s chair, the dean, and the academic vice president. Otherwise, such an arrangement constitutes conflict of interest. (See Conflict of Interest and Conflict of Time Commitment Policy.) To enter into such an agreement with another university without such written permission constitutes a resignation of the faculty member’s continuing faculty status and his or her employment with BYU.

**Subsequent Employment Requirement**
A faculty member granted a professional development leave is required to return to the university for at least one year of regular employment immediately following the leave. Faculty members who choose not to return for a minimum of one year of employment immediately following such a leave will be required to reimburse BYU for all associated costs paid by the university during the professional development leave. Additionally, in such a case, the professional development leave will be counted as personal leave, and the period of the leave will not count as benefit credit for retirement purposes. The university, at its sole discretion, may elect to waive the subsequent employment requirement. Authorization to waive the subsequent employment requirement is granted, if at all, in writing by the academic vice president.

**Professional Development Leaves to Work with Other Employers**
Faculty members may request leaves to work with other employers within the Church Educational System (“CES”) or with non-CES employers. Such leaves may be either professional development leaves or personal leaves.
If a faculty member is granted a professional development leave to work with another employer, double compensation will not be permitted. Arrangements for compensation and expense allowances should be made in advance with the hosting employer and the university.

If the approved leave with a CES employer exceeds eighteen months, the faculty member should be transferred to the hosting employer. During the leave, the faculty member becomes subject to the personnel policies, compensation, and benefit programs of the hosting employer.

**INFORMAL PROFESSIONAL DEVELOPMENT LEAVE**

*Purpose and Approval for Informal Professional Development Leave in the McKay School of Education*

Informal Professional Development Leaves (Informal PDLs) provide opportunities for faculty to focus on enhancing their knowledge, experience, or skills for a term, semester, or a semester plus a term, usually without leaving the area. Purposes of informal PDLs are similar to purposes of PDLs (see pp. 7-8). Faculty are excused from some university obligations during the Informal PDL (e.g., excused from teaching courses but not from thesis/dissertation committee work). However, they are expected to continue to adhere to all BYU/MSE standards and policies. Informal PDLs do not need to be approved by the university, but applications must be approved by the department chair and the dean.

*Eligibility Requirements for Informal PDLs in the McKay School of Education*

1. Rank as professorial or professional faculty on a continuing faculty status (CFS) track, with preference given to those who provide evidence of the following:
   - That the leave will support their rank advancement
   - That the leave will benefit the program, department, college, and/or university
   - That they have secured external funding to support their leave
   - That they have not had a previous PDL or informal PDL during the past six years
   - That they have met the objectives of any previous PDL or informal PDL

2. Agreement that they will not engage in paid employment (e.g., BYU evening school) without prior approval during the period of the leave.

*Preparation for an Informal Professional Development Leave in the McKay School*

To ensure that individual informal PDLs are consistent with departmental needs, by April 1 of each year department chairs will submit to the Dean’s Office a projected three-year schedule for informal professional development leaves.

First consideration for resource allocation will be given to faculty who submit applications by requested deadlines:
• September 1 of the previous year for leaves that will begin in the fall semester
• January 1 of the previous year for leaves that will begin in the winter semester

Application Process for McKay School Informal Professional Development Leaves
1. Preferably, at least one year prior to the informal PDL, the faculty member discusses the leave plans with his/her department chair, ideally during the annual stewardship interview.
2. At least six months prior to the informal PDL, the faculty member completes the McKay School of Education Faculty Proposal for a Professional Development Leave, which is combined with the BYU Leave of Absence Application.
3. The faculty member then submits this document to his/her department chair. If approving the application, the chair writes a brief statement of support.
4. The chair forwards the application to the MSE associate dean over graduate studies and research.
5. The associate dean presents the informal PDL application to the MSE dean within one month of receiving it.
6. The MSE dean approves or disapproves the application and informs the faculty member within two weeks.

Funding for Informal Professional Development Leaves
Department and McKay School funding may be available for Informal PDLs.

Evaluation and Reporting of an Informal Professional Development Leave
The requirements listed in the section Evaluation and Reporting of a Professional Development Leave (p. 11) apply to informal PDLs.

SHORT-TERM PROFESSIONAL DEVELOPMENT ACTIVITIES

Purpose and Approval for Short-Term PDAs
Short-term professional development activities (PDAs) provide opportunities for faculty members to extend their knowledge, experience, or skills over a short period of time in an activity that will take them away from regular on-campus duties (e.g., week-long workshop). These activities are related to the faculty members’ work in scholarship, teaching, mentoring, and/or other responsibilities listed in their job description. A written request (e.g., brief email) must be submitted for support and approval of the department chair; if MSE funds are requested, approval of the dean is also required. Evaluation and reporting of the PDA will be negotiated with the chair and the dean’s office.
CHURCH EDUCATIONAL SYSTEM AND BYU WORK REQUESTS

The university is not expected to fund projects that are requested by departments of The Church of Jesus Christ of Latter-day Saints (Church) or Church-related agencies. While it is possible to grant release time for a faculty member to work on a Church project, projects that require substantial time commitments from faculty members should entail an official leave. The funding for the leave should come from the Church department or agency sponsoring the project. Faculty should not be approached directly until the necessary clearances have been obtained from the faculty member’s department chair, dean, and academic vice president or authorized designee.

If the project is to be carried out at BYU using university facilities, a contract should be arranged through the Faculty Compensation Office to cover salary, benefits, and the appropriate overhead for Church-related projects. If the project is to be carried out in the facilities of a Church department or Church-related agency with only nominal or no use of university facilities, the Church department or agency will only be billed a prorated amount for the faculty member’s salary and benefits.

Occasionally, BYU requests the services and expertise of CES personnel. Before such a request is made, approval must be obtained from the academic vice president or authorized designee and the office of the CES Administrator, and coordinated through Faculty Compensation Office.

SICK LEAVE

Because of the responsibilities and necessity for continuity of assignments, a faculty member should promptly notify the department chair of any illness that precludes the faculty member from performing the essential duties of his or her employment. The department chair may be able to make arrangements with other faculty members to meet the assignments of the person who is ill. Unless the illness is protracted, the expectation is that colleagues of the ill faculty member will voluntarily assist with assignments. When the employment of a substitute becomes necessary because of a prolonged illness, the department chair, in consultation with the dean, will review the situation and resolve each case on its own facts. In cases of prolonged illness, disability options also should be explored.

VACATION

Generally, faculty who have letters of appointment for less than twelve months use their non-contract month(s) for vacation purposes. Exceptions must be approved by the department chair (or director) and the dean. Faculty with twelve month letters of appointment are under agreement to render full service for twelve months, one month of which is specified as vacation time. It is strongly urged that vacation be arranged and taken to allow the personal renewal process to occur. Department chairs who have twelve-month letters of appointment are expected to be on full-time duty for a full ten months (two semesters plus one term), plus perform administrative duties necessary during the other term. This will ordinarily be the
equivalent of one additional month. Vacation time may be spaced (if administrative duties require it) so that it is not taken all at once. The equivalent of one month should be taken as vacation, preferably in periods of at least a week at a time.

**HONOR CODE, DRESS AND GROOMING STANDARDS, AND CONDUCT DURING LEAVES**
A faculty member on leave remains an employee of BYU. Therefore, it is a condition of employment that he or she act in accordance with university policies and the Church Educational System Honor Code, including the Dress and Grooming Standards, and refrain from behavior or expression that seriously and adversely affects the university mission or the Church. LDS faculty also continue to accept as a condition of employment the standards of conduct consistent with qualifying for temple privileges. All faculty are expected to be role models of a life that combines the quest for intellectual rigor with spiritual values and personal integrity, and to conduct their work in a professional manner consistent with the values espoused by the university and the Church. The university regularly contacts ecclesiastical leaders concerning the temple eligibility of all LDS personnel.

THE UNIVERSITY RESERVES THE RIGHT TO DEVIATE FROM THIS POLICY WHEN CIRCUMSTANCES WARRANT.

[Approved 10 June 2019; Prior Version 21 May 2018]
[Approved 19 Jan. 2022; Prior Version 13 Nov. 2019]

**APPLICABILITY:** This policy applies to all faculty.

**LEAVE OF ABSENCE APPLICATION FORM:**
[https://avp.byu.edu/files/Leave%20of%20Absence%20Application_Feb%202019.docx](https://avp.byu.edu/files/Leave%20of%20Absence%20Application_Feb%202019.docx)

**RESPONSIBLE UNIVERSITY OFFICER:** Academic Vice President

**RESPONSIBLE UNIVERSITY OFFICE:** Faculty Compensation

**RELATED UNIVERSITY POLICIES:**
- Administrative and Staff Employee Leaves Policy
- Church Educational System Honor Code
- Conflict of Interest and Conflict of Time Commitment Policy
- Cooperation with The Church of Jesus Christ of Latter-day Saints Policy
- Faculty Hiring Policy
- Personnel Conduct Policy
- Personnel Transfer Policy
- Rank and Status Policy