



607.5 - Personal Leave for Full-Time Faculty

Purpose:

Full-time faculty employed at Bismarck State College may be granted personal leave with pay. Each faculty member is granted up to three days of personal leave per Academic Year (AY). After ten years of completed FT service, the faculty member will be granted up to five days of personal leave per AY.

Personal leave is a privilege granted at the discretion of the College and is not a benefit considered to be earned/accumulated. Personal leave is intended to give a faculty member time off to attend to personal affairs.

Procedure:

1. A request for personal leave should be made a minimum of a week before the date of absence, when possible.
2. The faculty member shall arrange for class coverage during the personal leave days.
3. The faculty member must complete a "Request for Faculty Leave" form and submit it electronically to their Assistant Dean, who will forward it to the appropriate Academic Dean for approval.
4. The Assistant Dean will document this leave by keeping a record on file.
5. If requesting more than the allotted personal days, contact HR for possible options (i.e. Leave Without Pay).

Note:

Personal Leave requested during an event with mandatory attendance (i.e. Faculty Development Week or Commencement) must be approved by the Vice President of Academic Affairs.

History of This Procedure:

First policy drafted on December 7, 1981. Revisions - December 7, 1981; April 25, 1985; December 8, 1988; January 19, 1990; July 21, 1994; June 22, 1995; August 12, 1997; January 15, 1998; December 1, 2006; August 31, 2007; October 20, 2009; March 6, 2014; approved by the Faculty Senate on March 2, 2017, reviewed by the Operations Council on April 12, 2017 and approved by the Executive Council on May 2, 2017; approved by the Faculty Senate on January 23, 2020, reviewed by the Operations Council on February 12, 2020 and approved by the Executive Council on February 18, 2020. Reviewed by Campus Council on July 24th, 2024,

reviewed by Executive Council on January 3rd, 2025, and approved to be converted to an Operational Procedure by Acting President on January 3rd, 2025.