Faculty Policy - Personal Leave for Full-Time Faculty

Policy:

Full-time faculty employed at Bismarck State College may be granted personal leave with pay.

Use of Personal Leave:

1. Personal leave is a privilege granted at the discretion of the College and is not a benefit considered to be earned.
2. Personal leave is intended to give a faculty member time off to attend to personal affairs which cannot be attended to at other times.

Restrictions on Use of Personal Leave:

1. Personal leave shall not be granted:
   a. during a time when the presence of a particular faculty member is required for College functions or in the best interest of the College, as determined by the Department Chair/Program Manager.
   b. to adjunct professors and part-time faculty.

Procedure:

1. A request for personal leave should be made well in advance of the date of absence.
2. The department chairs/Program Managers will document this leave by keeping a written record on file.
3. The faculty member shall arrange for class coverage during the personal leave days, with such coverage to be approved in advance by the Department Chair/Program Manager.

Penalties:

Faculty who are absent from work without permission may receive a written reprimand as determined necessary by the Department Chair/Program Manager and the Dean of Academic Affairs/Associate Vice President, NECE and may not be eligible for the next salary increase.

History of This Policy: