

## AA 38.LEAVE OF ABSENCE POLICY

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<b>Title:</b>	Leave of Absence Policy
<b>Policy Number:</b>	AA 38/ 01.2017
<b>Effective Date:</b>	February 1, 2017
<b>Issuing Authority:</b>	Administrative Board

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### 1. OVERVIEW

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A full-time faculty member at RHU is eligible to be granted an unpaid leave to pursue a scholarly experience elsewhere for a period of one semester or one year. The aim is to encourage professional development, cultivate external collaboration and extend exposure. The applicant for a leave should bear in mind that the leave must lead to improving the scholarly outlook of the faculty member and enhance his/her professional potential.

The effect that the granting of the leave will have on the institution or on the home department should be carefully considered. Therefore, the leave request must include a list of courses the faculty member normally teaches and an explanation of how those courses will be handled in the faculty member's absence. A leave request may be refused if the normal teaching responsibilities of the faculty member cannot be handled by someone else in the department or hiring a substitute is not possible.

### 2. ELIGIBILITY

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Any full-time faculty member who has been in service at RHU for five years or more is eligible to apply for a leave of one year or less subject to the approval of the President. Leave may be granted only for the purposes of promoting scholarly work and encouraging professional development.

### 3. POLICY

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A leave is granted under the following conditions.

1. Leave of absence of one year or less without pay may be granted by the institution's president.
2. Applicant must satisfy the eligibility criteria.
3. All leave of absence requests must be submitted to the Office of the VPAA at least 4 months prior to the leave effective date.
4. The faculty member
  - a. Is not eligible to receive allowances and benefits (children schools, indemnity) during the leave period;
  - b. May not serve at a Lebanese institution of Higher education during the leave;
  - c. Must commit to serve at RHU after the leave ends twice the time period spent on leave.
5. The president should carefully consider the program or project on which the faculty member proposes to work and the likelihood of the faculty member's being able to accomplish the purposes for which leave is requested.
6. A faculty member who has been granted a leave of absence shall be required, before beginning the leave, to sign an agreement indicating that:
  - a. the employee will return to the institution at the termination of the leave for a period of at least twice the leave period;

- b. If the employee does not return to the institution for the full amount of time specified in the agreement, the employee pledges to reimburse the University all expenses, compensations and benefits paid by the university on his/her behalf during the leave.
7. A faculty who returns from an authorized leave shall be entitled to the minimum mandated across-the-board salary raise which occurred during the period of leave.

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#### 4. LEAVE REQUEST SUBMISSION PROCEDURES

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- I. The requesting faculty member in coordination with the department chairperson complete and submit Form LoA-1 to the Office of VPAA for approval.
- II. If the leave request is approved, the faculty member and the department chairperson complete and submit to the VPAA form LoA-2 for approval, along with the faculty member's written request, current CV and supporting documentation (*leave employment contract, letter of intent from the agency/institution, notification letter for award of fellowship, etc.*)

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#### 5. TIMELINE

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Any request for a leave of absence beginning fall semester must be submitted to the Office of the VPAA by no later than March 1. Any request for a leave of absence beginning spring semester must be submitted to the Office of Faculty Affairs by no later than August 1.

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#### 6. STAKEHOLDER IMPACT AND SCOPE

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This policy aims to support a faculty member in pursuance of scholarly activities elsewhere to enhance his/her career outlook so long the granted leave is in alignment with the University mission.

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#### 7. RELATED DOCUMENTS

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- Completed and approved LoA-1 and LoA-2 forms
- Supporting documents

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#### 8. REVIEW AND APPROVAL

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**Approved by RHU Administrative Board on October 22, 2024**