LEAVES OF ABSENCE

Leaves of absence covered by this policy include vacation, illness (disability), family leave, sabbatical leave, military service, jury duty, and leave of absence without pay.

With the exception of a leave required by law, leaves of absence whether salaried or unpaid must be approved in advance by the department chairperson or his designee. Arrangements must be made by the Chairperson to provide for the absent faculty member's clinical, teaching, research, and administrative responsibilities.

This policy pertains only to faculty in the employ of Yeshiva University, except as noted below, who at the time they apply for a leave of absence have held a faculty appointment at the College for no less than 6 months and were actively employed at the College immediately prior to the time a leave is requested. Leaves for Faculty on the payroll of an affiliate are governed by the policies of that affiliate; however, when such an individual is to be on a leave that might interfere with teaching or other responsibilities to the College, the appropriate Associate Dean should be notified by the Chairperson. All leaves must be completed within the period of an appointment to the faculty and do not extend the term of an appointment that otherwise expires, unless required by law.

During an unsalaried leave of absence, the University accepts no responsibility for fringe benefits, including medical coverage, unless otherwise noted below. A faculty member may be eligible for certain medical coverage at his own expense, under the provisions of COBRA, and the faculty member desiring such coverage should make appropriate arrangements with the University Benefits Office. Time spent on an unsalaried leave is not considered as time worked for any purpose, such as the accrual of time for eligibility for sabbatical leave or vacation.

The University assumes no responsibility for malpractice or other liability during any leave, whether salaried or not, except if it is otherwise specified in writing as a condition of the leave on the basis of activities of the faculty member that are undertaken during the period of the leave as part of assigned departmental and College duties.

[1] VACATION

Fulltime and part-time faculty are allowed one month of paid vacation each full academic year of service, prorated for part-time faculty. Vacation may be requested by the faculty member, at his convenience, as long as in the judgment of the chairperson, it is consistent with the operating responsibilities of the department. All vacation entitlement must be used within each academic year and cannot be extended to a subsequent academic year without the written authorization of the appropriate Associate Dean.

[2] TEMPORARY DISABILITY LEAVE (ILLNESS OF EMPLOYEE)

In the event of a short-term, nonrecurring illness or disability that renders a faculty member temporarily unable to work (including pregnancy), the faculty member is eligible for continuation of existing salary (and benefits). For total continuous disability that exceeds six months' duration, see policy relating to Long-Term Disability. When practicable, the faculty member is to notify the chairperson of his department that a temporary disability leave is necessary and is expected to cooperate with the department to the fullest degree possible in arranging for the temporary transfer of responsibilities during the period of the leave. Certification of illness or disability may be required for any absence.
[3] FAMILY LEAVE

In accordance with the Family and Medical Leave Act of 1993 (FMLA), effective August 5, 1993, a faculty member employed by YU for at least 12 months may be eligible for up to a total of 12 weeks of unpaid leave during any 12 month period for the birth or adoption of a child or for a serious health condition affecting a family member (spouse, child, or parent) or the individual faculty member. Where the necessity of leave is foreseeable, the faculty member is required to provide the College with at least 30 days' notice; otherwise, as much notice as is practicable is to be given. If the leave is for planned medical treatment, the faculty member is required to make reasonable efforts to schedule the treatment so as not to disrupt unduly the College's operations. The College may require medical certification to support the need for a leave for the serious health condition of a family member or of the individual faculty member. Preexisting health benefits will be maintained during the leave, subject to the College's right, to recover the health care premiums it paid during the leave period if the faculty member fails to return from the leave. The foregoing shall be interpreted in keeping with the FMLA and the regulations issued pursuant thereto.

[4] SABBATICAL LEAVE

Procedural and substantive requirements for sabbatical leave are set forth in the Sabbatical Leave Policy.

[5] MILITARY SERVICE OR TRAINING

Unpaid leaves for military service or training shall be provided in accordance with applicable law.

[6] JURY DUTY

Leaves for Jury Duty shall be granted as required by applicable law. Verification of jury service should be retained and must be produced if requested. Faculty on jury duty will receive full salary and benefits.

[7] UNPAID LEAVE

An unpaid leave of up to 12 months duration may be granted in exceptional circumstances when, in the discretion of the Dean, granting such leave serves the interest of the College. Such leave must be recommended by the chairperson of the department and approved in writing by the Dean.

Effective April 5, 1995