



ACADEMIC AFFAIRS POLICY

NUMBER/TITLE: AA-181.3, FACULTY LEAVE OF ABSENCE

Covered Individuals: Faculty

Covered Locations: All

Effective Date: 6/22/2022

Strategic Plan: SP 2.1

HLC: Criterion 3

Consultations: CAO; Registrar; Executive Director, FS; Director, MVA, Faculty (Academic Affairs Committee), Faculty Governance Task Force

POLICY STATEMENT

Full-time faculty may take an unpaid leave of absence, not arising from a request made under FMLA or ADA policies, for a specified time not to exceed 12 months.

PURPOSE

The purpose of this policy is to define and present the faculty leave of absence process at Upper Iowa University (UIU or “university”).

DEFINITIONS

Leave of absence – an unpaid leave not arising from a request made under the FMLA or ADA for a specified time not to exceed 12 months.

POLICY IMPLEMENTATION

- A. A full-time faculty member wishing to take a leave of absence must write a letter of request to the Chief Academic Officer (CAO) copying, if applicable, the department chair or program director. Leaves of absence require final written approval from the President.
- B. The faculty member must pay 100% of all costs associated with the leave. This includes paying the University portion of the health insurance and retirement program if the individual wishes to remain on those plans during the leave.
- C. The faculty member must confirm in writing his or her intention to return from the leave of absence with the CAO no later than sixty days before the end of the specified leave time.
- D. Failure to confirm one’s intention to return to employment by the means and within the time specified, or failure to return to employment at the end of the specified leave time, is considered cause for the University to terminate employment of the faculty member.

CUSTODIAN

Chief Academic Officer (CAO)

RELATED DOCUMENTS, FORMS, AND POLICIES

Faculty Sabbatical Leave Policy

HISTORY

New/Revision Number	Date of Action/Approval	Revision Change
AA-181.3	December 17, 2025 (by PC)	Replaced Dean/VPASA with CAO and added notification language for the department chair or program director.
AA-181.2	April 9, 2025 (by PC)	Revisions made to reflect current titles. Review part of three-year rotation.
AA-181	6/22/2022 (by PC)	New Policy.