



Policy Name:	Faculty Absences & Holidays Policy
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Approving Authority:	Northwest Leadership Team
Responsible Office:	Provost
Category:	Faculty

I. Purpose

The University values its faculty members and provides the various types of leave identified below in accordance with this Policy.

II. Policy

1. Absences

When faculty members are to be absent from assigned instructional responsibilities for any reason other than illness, they are required to fill out an Absence Report form available in the department office prior to their absence, when possible, or upon their return. Failure to fill out the appropriate forms may result in loss of personal or sick leave or, in instances of repeated failure or when no personal or sick leave remains, disciplinary action up to and including termination of employment. When faculty members are absent because of illness, they are required to fill out an Absence Report form following their illness.

When faculty members are ill or are unavoidably detained and cannot meet their classes, notice by telephone or other means must be given as soon as possible to the department chair or college dean in order that classes may be continued.

2. Holidays

Holidays observed by the University are published yearly according to the academic calendar and faculty members are not expected to work these days.

E. Leaves With Pay

Faculty are entitled to paid leaves of absence as set forth in this Policy below.

1. Funeral Leave

Absence with pay will be authorized for attending the funeral services of immediate family members, including spouse, children, parents, siblings, in-laws, grandparents, and grandchildren. The length of time needed should be discussed with the department chair or college dean.

2. Jury Duty

Faculty who are called for jury duty, to testify as a witness in a legal proceeding, appear in a legal proceeding as the victim of a crime (or to support an immediate family member who is the victim of a crime) will be paid their regular salary during the period of service but must present the appropriate jury duty confirmation or summons as issued by the court to their department chair in order to receive this benefit. However, faculty members are expected to be at work unless actually serving on a jury, testifying in a legal proceeding, appearing as the victim of a crime or a victim's immediate family member, or being required to be in attendance at the courthouse for jury selection or witness testimony for more than half a day.

No disciplinary action or deductions from an employee's pay will be made due to a faculty member's leave for involvement in a legal proceeding. No faculty member will be subject to any retaliation for taking such leave.

3. Voting Leave

The University encourages good civil citizenship among its faculty members. Accordingly, any faculty member entitled to vote in an election is entitled to be absent from work on the day of such an election for a period not to exceed 3 consecutive hours between the time of opening and closing of the polls. If polls are open before or after the faculty member's worktime, but the period of time the polls are so open is less than 3 consecutive hours, the faculty member is only entitled to leave from their University duties for a period of time that, when added with the time polls are open during non-worktime, does not exceed 3 hours. Faculty members must request voting leave before election day. The University may specify the particular time during the day (except for a regular lunch period) at which a faculty member may take their voting leave. The University may also request evidence of voter registration.

No disciplinary action or deductions from a faculty member's pay will be made due to a faculty member's voting leave. No faculty member will be subject to any retaliation for taking voting time.

4. Military Leave

It is the University's policy to prohibit (1) any discrimination against a prospective or current faculty member based on their military service or application for such service, and/or (2) any retaliation against them for exercising the rights or protections afforded to them under federal or state law.

The University will grant military leave, as necessary, in compliance with applicable federal and state regulations. The University asks that faculty members provide, to the extent possible, reasonable advance written or verbal notice of such service directed to the Vice President of Human Resources. It is the University's policy to abide by applicable federal and state laws providing for reinstatement/reemployment, restoration of benefits, and restoration of seniority upon return from military service and any other rights afforded to individuals in military service. Faculty members should consult with the University's Vice President of Human Resources for further details, including continuation of University-based health plan coverage while in military service.

A faculty member will receive full pay for up to 10 working days in one calendar year for military service. Thereafter, a faculty member taking leave for military service may choose, but is not required, to use accumulated personal and sick leave before going on leave of absence without pay. To do so, faculty members must provide reasonable notice, to the extent possible, as set forth above.

5. Personal Leave

Each full-time faculty member is entitled to a maximum of three days of personal leave with pay per contract year and requires pre-approval by the department chair. There is no accumulation of personal leave and any leave taken is deducted from the current year's sick leave. Instruction must be provided for the respective faculty member's classes.

6. Sick Leave

Full-time faculty members are eligible for ten working days of sick leave per contract year. Faculty members may use sick leave for:

- personal illness or injury,
- doctor's appointments (though advance notice of non-emergency appointments is required with the use of an absence report), and
- to care for family members who are ill or must be accompanied to a doctor or dentist appointment.

Full-time faculty who miss teaching assignments, office hours or other assignments due to illness will report and be assessed sick leave for each day missed, even in those instances when their teaching responsibilities are absorbed by colleagues. The University may request a doctor's confirmation of any absence due to illness. Information for proper reporting of sick leave may be obtained from the Office of Human Resources.

Unused sick leave may accumulate to 126 days but is uncapped for reporting to MOSERS, the state retirement system, and will be reported to MOSERS at the time of the faculty member's retirement. A faculty member receives one month of creditable

service for each 21 days of unused sick leave reported to MOSERS. At the time the faculty member retires, the unused sick leave is converted to creditable service and is added to the total service, which is used only in calculating the amount of the benefit, not the eligibility for a benefit. Unused sick leave is not convertible to compensation.

F. Leave Without Pay

Leave of Absence not addressed above.

Full-time faculty members who have been at the University for a minimum of three years may request a leave of absence without pay. The Board of Regents and the University administration reserve the right to refuse to grant a leave request in any case where it would seriously affect the program of the University. Such absences must be approved in advance by the Provost. A leave of absence may be for a specified period of time, at the discretion of the University. Failure to return to work on the first scheduled working day following a specified period of leave of absence may result in termination of employment as of the last day actually worked. Returning to work from an indefinite leave of absence requires the prior approval of the University.

During the period of absence, the University will pay insurance costs as though the employee was actively working. If the employee is carrying extended coverage or family benefits, arrangements must be made with the Vice President of Human Resources to pay these costs directly to the University. An employee who does not return from a leave of absence agrees to repay the University for the costs of benefits during the leave as specified in the contract providing for leaves of absence. Sick leave benefits will not accrue during unpaid leaves.

G. Additional Leaves

The University sets forth its policies on other legally authorized leaves of absence, including leave pursuant to the Family and Medical Leave Act (FMLA). More information regarding FMLA leave can be found at <http://www.nwmissouri.edu/hr/fmla.htm>

Additional leaves (with or without pay) may be negotiated among the faculty member and the chair, the dean, and the Provost.