

Marywood University

Policies and Procedures

Professional Leave of Absence

Policy Statement

A faculty member who is not eligible for sabbatical, but who wishes to spend a range of time to support scholarship, creative activity, teaching or service that is of measurable benefit to the institution, may request a leave of absence. The request must be submitted well in advance of contract time, in any event at least one full semester prior to taking the leave. The duration of the leave may be variable and must be supported by the department chair and dean and approved by the Chief Academic Officer.

While not paid a salary during the leave, the individual would still be covered by the University's benefits including health insurance, dental insurance, vision insurance, life insurance, accidental death and dismemberment insurance, disability insurance, and tuition benefits at the same level and cost to the employee as if the employee were not on leave. If the individual is serving during the leave in a capacity in which s/he is entitled to benefits or pay at another institution, s/he would not receive benefits from Marywood.

S/he would be considered a member of the faculty in absence and the year(s) may be counted as a year(s) in-service for calculation of tenure, advancement in rank, and benefits. If s/he does not return to the University at the end of the leave, s/he is liable to the University for the cost of any benefits paid during the leave of absence.

Related Policies and Committees

Policy - Evaluation of Faculty Member
Policy - Promotion of Faculty Member
Policy - Faculty Development
Policy - Sabbatical Leave for Faculty Member

History of the Policy

07/01/89 – Reaffirmed with publication of Faculty Manual
04/22/10 - Revision approved by the President of the University as recommended by the Policy Committee of the University
04/25/12 – Revision approved by the President of the University as recommended by the Policy Committee of the University
05/10/16 – Revision to policy reflects current practice by TIAA, Marywood's retirement plan provider. Revision was approved by the President of the University as recommended by the Policy Committee of the University.
12/16/24 - Non-substantive language changes approved by the President of the University.

MARYWOOD UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Mary Theresa Gardier Paterson, Esquire
Secretary of the University and General Counsel