

Faculty

All leave time may be used in 4 hour increments and should be approved through the Dean

Leave Type	Days received per year	Description
Personal Leave	3 days per academic year	At the end of the fiscal year, unused days accrue to Sick Leave (up to maximum of 14 days) .
Sick Leave	Based on years of full-time employment Initial year of employment: 15 days, prorated 2-9 years: 10 days 10-15 years: 13 days 16-20 years: 16 days 21+ years: 19 days	No maximum accumulation Sick days are to be used for the employee, spouse, children or parent illness, doctor appointments, bad weather, and other emergency situations. . Travel to and from doctor's appointment can be included as Sick leave
Funeral Leave	3 days for the death within the immediate family	Immediate Family includes a spouse, child, parent sibling, parent-in-law, or their member of the immediate household)
	1 day for the death of a near relative	

6/12/2025