

FACULTY UNPAID LEAVE POLICY

Policy #	AA-416	Revision #	02
Accessibility level	A	Effective date	01/20/2021

1. Scope

This policy applies to all FBSU's full-time faculty members seeking an unpaid leave.

2. Policy

- 2.1. All faculty members are entitled to apply for unpaid leave options for personal, professional, or medical reasons. The unpaid leave granted to a faculty member shall not be considered as part of his university service for promotion and end-of-service remuneration purposes.
- 2.2. The University Council may, upon the recommendation of the department council of the faculty member and the endorsement of the college council, grant the faculty member a leave without pay for a semester or a scholastic year, provided that they are not granted a second leave under the provisions of this article unless they have served twice the period of the leave.

3. Related Documents

- 3.1. Faculty Unpaid Leave Procedure (AA-416-P01)