

Changes to Unpaid Non-Medical Leave Policy

In 2013-14 an action team was formed with the purpose of exploring how the College could better support faculty applying for external grants. The action team recommended creating a category of leave that allows faculty to take advantage of opportunities for intellectual development that may not be timed to fall within a sabbatical. In response, the changes suggested here create and define "Unpaid Non-Medical Leave for scholarly purposes". Faculty taking such leave can be paid a non-benefitted stipend from another entity (such as, but not limited to, an external grant) and receive certain benefits from the College during the leave. Such leave facilitates external grant funding since it can take multiple tries to obtain funding and so flexibility on timing enables a faculty member to fully pursue such opportunities. As recommended by the Action Team, the particular goals of this revised policy are:

- Spell out CC's support of faculty on an unpaid, non-medical leave of absence for scholarly purposes, specifically support of certain fringe benefits
- Spell out a formula under which faculty would be paid if on a leave of absence for a portion of the academic year
- Spell out that faculty who are planning an unpaid, leave of absence to be funded by an external grant may need flexibility regarding when the Dean's Office is notified.

****Version with previous policy in red, additions in black. Nothing has been deleted from the previous policy.****

Faculty Personnel Policies & Financial Matters

XII. Faculty Leaves

C. Unpaid Non-Medical Leaves

In order to accommodate individual needs that its sabbatical program is not designed to meet, Colorado College allows faculty members to apply for unpaid leaves that can range in length from a single Block to two years.

A leave of absence without salary may be arranged through consultation with the department concerned and with the Dean. Such a leave will ordinarily not be granted within two years of a sabbatical leave or a leave of absence already taken and normally will not count as time at Colorado College in computing eligibility for a sabbatical year and tenure. Full-year unpaid leaves may count toward eligibility for tenure or sabbatical leave only with the Dean's prior approval. Such approval requires evidence that the requested leave would benefit the College by enhancing the faculty member's professional development.

If untenured faculty request and receive a full-year, unpaid leave or a half-year unpaid leave in addition to a paid post-third-year review sabbatical, the tenure clock stops for one year, and they will not be disadvantaged by the leave in the tenure review. In all cases, faculty who take an unpaid, non-medical leave of absence will be eligible to receive cost-of-living and merit increases in their base salary, if such increases are supported by the salary model and if, upon review, an increase to the faculty member's salary is recommended.

In the event a faculty member takes an unpaid, non-medical leave of absence for a portion of the academic year, his or her academic year salary will be adjusted. The total number of days in the contract period (inclusive of all weekends, holidays, Winter Break, Half Block, etc.) minus the total number of days that the faculty member will be on a leave of absence will equal the total number of days the faculty member is working for Colorado College. The total number of days working for Colorado College

divided by the total number of days in the contract period will equal the percentage of academic year base salary to be received over the course of the academic year.

Faculty members on unpaid leaves of absence for scholarly purposes will receive support from the College for certain fringe benefits for up to one year. A leave for scholarly purposes is one that permits the faculty member to grow intellectually with the purpose of bringing those new experiences back to enhance their teaching, research or service at Colorado College. The Dean in consultation with the appropriate divisional executive committee will determine if a proposed leave meets these criteria. It is expected that such support will happen rarely over the course of any particular faculty member's career at the College.

During unpaid leaves of absences for scholarly purposes the faculty member may be paid a non-benefitted stipend from another entity. The College will continue to pay its portion of the medical coverage premium for up to one year; the faculty member will need to pay the employee's contribution directly to the vendor over the course of the leave period. In addition, the College will continue to pay its portion of the employee's dental coverage for up to one year; however, the College will not pay any portion of the family's dental coverage during the leave period. Although a faculty member may make retirement contributions to individual after-tax retirement vehicles directly with TIAA-CREF, the College will make no contribution on their behalf to the faculty member's 403b retirement plan or Emeriti plan F. For detailed information on how each fringe benefit offered by the College is affected by a leave of absence without salary, please see the table "Benefits for Faculty while on Leave."

Faculty on unpaid leaves of absence for other than scholarly purposes are responsible for making their own arrangements for continuing fringe benefit coverage and ordinarily will be expected to pay the full cost of such coverage. (Again, see the table on "Benefits for Faculty while on Leave.") In the absence of special arrangements, Colorado College insurance benefits will terminate at the beginning of the leave, or at the end of the first month of leave, if paid through a monthly premium. For further information, please contact Human Resources.

With the exception of leaves of absences to be funded by external grants, **applications for planned unpaid leaves are due in the Dean's Office early in the fall of the academic year preceding the year in which the leave is to be taken. Applications must be accompanied by a statement from the department chair that describes the effect of the leave on the department and provides the chair's judgment regarding the need for a replacement.**

In the event the leave of absence will be funded by an external grant, the faculty member shall discuss the opportunity and the notification timeline with his or her department chair well in advance of grant submission, though notification may occur later than the early fall deadline required for other unpaid leaves. As part of the internal approval process for external research grants, the department chair will provide the Dean with a brief statement that describes the effect of the potential leave on the department, provides the chair's judgment regarding the need for a replacement should funding be granted, describes the chair's anticipated plan of action once funding is announced, and outlines whether augmented funding will be needed to secure a year-long visitor on a short timetable. Once notification of external funding has been announced, the chair shall submit an updated statement to the Dean's Office, and if needed, a request for a one-year visitor, within three weeks. One-year visitor appointments are not guaranteed.