
SUBJECT: SPECIAL LEAVE WITH PAY (SALARIED STAFF ONLY)

1.0 POLICY

1.1. Special leaves with pay are not employee benefits but rather are programs for professional development which benefit the entire educational enterprise and are granted by the College in consideration thereof. Special leaves with pay should be followed at the end of the leave with a report for the employee's personnel file. The report should include any certificates, credits, degrees, etc. that were earned.

2.0 PROCEDURE

- 2.1. Leaves with pay may be granted to Classified, Executive, Administrative, and Professional staff at rates and conditions comparable to those of the faculty sabbatical- leave schedule upon approval of the President.
- 2.2. Employees must have completed seven (7) years of employment to be eligible for special leave with pay for one (1) year. Requests for leave with pay, when the years of service are of shorter duration than seven (7) years, will be at the discretion of the College President.
- 2.3. Finances often limit the number of leaves that can be granted. Accordingly, applications will be submitted to the **Campus Staff Development Committee** for recommendation to the President for approval. This committee may consider longevity, order of application, purpose for which leave is requested, value of leave to both the individual and the institution, and any other criterion the committee judges to be relevant.
- 2.4. Salary for special leaves with pay is calculated by dividing the budgeted salary in half.
- 2.5. If applicable, sick leave and vacation leave continue to accrue during special leaves with pay.
- 2.6. Unless specifically exempt by written order of the President, employees receiving special leave with pay are expected to return to Snow College for at least one full fiscal year after leave. Failure to return without such written exemption requires the employee to reimburse Snow College for full salary received. Arrangement must be made within 30 days of notice not to return for payments to be made within the next six months.
- 2.7. Leave granted under this policy may be extended without pay for up to one year with review by the President.