
 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Academic Personnel Policies Manual	Policy Number	AP-14
		Effective Date	12-Aug-2018
	Subject Exceptional Leave	Most Recent Review Date	15-Apr-2018
		Due Date for Next Review	01-Sep-2021
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14. Exceptional Leave

Overview

Defines entitlement and due process for exceptional leaves of absence; covers Policies and Procedures related to faculty members' and instructors' eligibility and conditions for granting the leave.

Scope



Applies to all faculty members and instructors.

Objective

Provides flexibility within the policy for Faculty Members and Instructors responsibilities by allowing for exceptional leave in justifiable circumstances.

Policy

1. Exceptional leave might be given for a maximum of two semesters.
2. The faculty/instructor is not entitled to salary or any benefits during the period of exceptional leave.
3. Exceptional leave is normally considered when the absence will be of benefit to the UAEU. However, exceptional leave might be granted on compassionate grounds.
4. In considering applications for an exceptional leave, the UAEU will take into account the impact of the absence on the ongoing functioning of the University.

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Procedures of Policy No. (14) - Exceptional Leave

1. Eligibility



- a) Faculty members and instructors must normally have completed five years of full-time service before applying for the exceptional leave.
- b) A reapplication cannot be made within four years of the date on which a faculty member/instructor resumes full-time service following a previous exceptional leave of absence.
- c) Only one faculty member/instructor per Department may be granted exceptional leave for the same semester.

2. Applications

- a) Applications must be submitted at least six months prior to the intended start date of the exceptional leave which should coincide with the beginning of the semester.
- b) Applications must include:
 - (i) length of service of the applicant and the proposed dates of start and end of the leave;
 - (ii) a comprehensive statement of the purpose of the leave and whether the faculty member/instructor will be affiliated to any other institution during his leave and in what capacity.
 - (iii) the grounds which would justify its approval including benefits to the faculty member/instructor, Department and/or University; and
 - (iv) consequences of the absence for the Department, College and/or University and measures that may ameliorate these;
 - (v) recommendation of the concerned Department/College
- c) The application for the leave will be approved or denied according to the Signatory Authority.

3. Conditions

- a) A faculty member/instructor granted exceptional leave surrenders the right to salary and benefits (including medical insurance, school fees, airline tickets, housing, and end of service for the leave period). Housing must be vacated before the start date of the exceptional leave.
- b) If the end-of-service bonus is paid annually, the University retains the payment for the year prior to the leave and pays it upon the return of the applicant from the leave.

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- c) The exceptional leave will not count towards the period of service required for promotion, end of service, or sabbatical leave.
- d) A faculty member/instructor will return to full service upon the completion or termination of the exceptional leave for a period not less than the term of absence. Resignation during a leave of absence is not accepted.
- e) Failure to return after the leave will be considered as an effective resignation by the faculty member/instructor and the normal regulations under “Termination of Contracts” will be applied.
- f) Faculty return from exceptional leaves must coincide with the start of the semester.
- g) The faculty member/instructor is normally entitled to return to the University at the same rank and with the same salary and benefits.
- h) If the faculty member /instructor’s contract ends, or is due for renewal during the leave period, the original contract may be extended for a maximum of one year following its original end date.