Collected Rules and Regulations
Section Title
Chapter xxx: xxx

xxx.xxx Faculty Leaves at the University of Missouri

Within the specifications described below, each campus will develop an application and review process to approve leaves and stipulate the duration and support associated for each leave aligned with institutional priorities and commensurate with available resources. All faculty members who accept a leave must state their intention to return to the University for the same amount of time they were gone or as otherwise specified in the leave agreement. Additionally, all faculty members must file a report as specified by the campus process on the accomplishments during the leave period. Exemptions to returning to the University at the conclusion of the leave can only be granted by the President upon recommendation of the provost and chancellor.

A. **Research Leave.** Tenured, tenure-track, and full-time, ranked non-tenure track (NTT) research faculty members with established scholarly, artistic or research records are eligible to apply for a research leave. A research leave may be taken for a period of time up to a full year. If a faculty member receives an external fellowship or grant support for a research leave, the University may supplement such support to provide full regular salary; if such external support is not received, the University may provide full regular salary. Additional travel funds and leave related expenses may be provided as deemed appropriate.

B. **Development Leave.** Tenured, tenure-track and full-time, ranked non-tenure track (NTT) faculty members are eligible for a development leave to pursue personal, professional, instructional, or administrative development. Development leave may be taken for a period of time up to a full year. If a faculty member receives external fellowship or grant support for a development leave, the University may supplement such support to provide full regular salary; if such external support is not received, the University may provide full regular salary. Additional travel funds and leave related expenses may be provided as deemed appropriate.

C. **Sabbatical leave.** Tenured faculty members are eligible for sabbatical leave after six or more years of service, and can reapply for subsequent sabbatical leaves six years after the prior sabbatical leave. Sabbatical leave may be taken for a period of time up to a full year.

D. **Personal Leave.** Tenured, tenure-track and full-time, ranked non-tenure track (NTT) faculty members may be granted a personal leave without pay. A personal leave is granted in cases of exceptional personal or institutional reasons. A personal leave without pay may be granted for a period not to exceed one year and may not extend past the ending date of the faculty member's appointment. Any extension of the one year limit must be approved by the President.

E. **Family and Medical Leave**. Consistent with the Family and Medical Leave Act (FMLA), which can be referenced at http://www.dol.gov/esa/whd/fmla/, employees have the right to take a leave of absence for family or medical reasons while maintaining job protection. Tenured, tenure-track, and full-time, ranked non-tenure track (NTT) faculty members who have been employed by the University for a total of at least 12 months at the time of the leave of absence, and who have worked at least 6 months in the 12-month period preceding the leave are eligible for a family or medical leave. In cases of a nine-month appointment, faculty members who have been employed by the University for a total of at least 9 months at the time of the leave of absence, and who have worked for at least one semester in the academic year preceding the leave are eligible for a family or medical

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leave. Faculty members on a nine-month appointment are not eligible for family or medical leave during the term not covered in their nine-month appointment contract.

1) The University will provide up to 12 work weeks of leave within any 12-month period for the birth of a faculty member's child(ren); the adoption of a child by a faculty member, or official placement of a child with a faculty member for foster care (leaves for birth or adoption must be taken within 12 months of the event); the care of a son, daughter, spouse or parent (not parent-in-law) having a serious health condition; the incapacity of a faculty member as a result of a serious health condition; leave for the care of an adult son or daughter (at least 18 years old) is not covered unless required as a result of "mental or physical disability" as those terms are defined under the Americans with Disabilities Act.
2) The University requires a 30-day notice if the leave is foreseeable. For unforeseen circumstances, the University requires as much notice as is practicable.
3) The University may require the health care provider to certify the necessity of the medical leave. Medical leave will be limited to the duration of the serious health condition, as defined by FMLA. A faculty member may take intermittent leave or leave on a reduced work schedule if medically necessary for his/her own serious health condition or the serious health condition of an immediate family member. Such leave is not available for birth, adoption or foster care. A health care provider's certification will be required for return to work from the faculty member's own serious health condition.
4) Tenured and tenure-track faculty members will be paid during a family or medical leave.
    - For tenure-track faculty members who take a family or medical leave, the probationary period will be extended for a period of one year with a maximum of two one-year extensions during the probationary period. The extension of the probationary period does not preclude a tenure-track faculty member from making a request for a promotion and tenure decision at an earlier date. Tenure-track faculty members who take a family or medical leave may choose to decline the extension and retain their original probationary time period.
5) The University will release the faculty member from regularly scheduled teaching obligations during the semester in which the majority of the 12 work weeks of leave are taken. Faculty members may not be assigned heavier teaching loads in subsequent semesters to "pay back" the leave.
6) The Chancellor may choose to extend the family or medical leave in extenuating circumstances.

F. See Human Resource Manual for procedures associated with a military leave.

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