
 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Academic Personnel Policies Manual	Policy Number	AP-09
		Effective Date	02-Mar-2014
	Subject	Most Recent Review Date	01-Dec-2013
	Exceptional Leave	Due Date for Next Review	01-Sep-2016
	Responsible Office: DVC for Academic Affairs	Pages of this Policy	1 of 1

9. Exceptional Leave

Overview

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

Scope



Applies to all faculty members.

Objective

Provides flexibility within the policy for Faculty 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 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.

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Academic Personnel Procedures Manual	Related Policy	AP-09
		Effective Date	01-Sep-2014
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	Exceptional Leave	Due Date for Next Review	01-Sep-2016
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Procedures of Policy No. (9) - Exceptional Leave

1. Eligibility

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

2. Applications

- a) Applications must be submitted at least four 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) dates of start and end of the leave;
 - (ii) the length of service of the applicant;
 - (iii) a comprehensive statement of the purpose of the leave;
 - (iv) the grounds which would justify its approval including benefits to the faculty member, Department and/or University; and
 - (v) consequences of the absence for the Department, College and/or University and measures that may ameliorate these;
- c) The application for the leave will be approved or denied according to the Signatory Authority.

3. Conditions

- a) A faculty member granted exceptional leave surrenders the right to salary and benefits (including medical, 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 may retain the payment for the year prior to the leave and pay it upon the return of the applicant from the leave.
- 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 will return to full service upon the completion or termination of the exceptional leave for a period not less than the term of absence.
- e) Failure to return after the leave will be considered as an effective resignation by the faculty member and the normal regulations under “Termination of Contracts” will be applied if the six-month resignation notice is not given.
- f) The faculty member is normally entitled to return to the UAEU at the same rank and with the same salary and benefits.
- g) If the faculty member’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.