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| <br>جامعة الإمارات العربية المتحدة<br>United Arab Emirates University<br><br> | <b>Academic Personnel Procedures Manual</b>         | Related Policy            | AP-09       |
|                                                                                                                                                                                                                                               |                                                     | Effective Date            | 01-Sep-2014 |
|                                                                                                                                                                                                                                               | <b>Subject</b><br>Exceptional Leave                 | Most Recent Review Date   | 01-Dec-2013 |
|                                                                                                                                                                                                                                               |                                                     | Due Date for Next Review  | 01-Sep-2016 |
|                                                                                                                                                                                                                                               | <b>Responsible Office:</b> DVC for Academic Affairs | Pages of these Procedures | 1 of 1      |

## Procedures of Policy No. (9) - Exceptional Leave

### 1. Eligibility

- Faculty members must normally have completed four years of full-time service before applying for the exceptional leave.
- 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.
- Only one faculty member per Department may be granted exceptional leave for the same semester.

### 2. Applications

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

### 3. Conditions

- 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.
- 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.
- The exceptional leave will not count towards the period of service required for promotion, end of service, or sabbatical leave.
- 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.
- 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.
- The faculty member is normally entitled to return to the UAEU at the same rank and with the same salary and benefits.
- 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.