

# INSTRUCTIONAL FACULTY LEAVE GUIDELINES

*Developed and approved August 2006  
Revised and approved December 2007*

## Preamble

As professional employees of Montgomery College, full-time instructional faculty are dedicated to the education of their students and the effective operation of the institution. This dedication manifests itself in extensive efforts to prepare for and lead classes; attend campus, departmental, discipline, and committee meetings; participate in collegewide events such as convocations and commencement; and many other professional activities. Faculty leaders and deans expect that faculty will meet their commitments and be full participants in the educational community; that they will hold office hours; and that they will fully honor the commitments of alternate-time ESH assignments, for example, tutoring, coordinating, and special projects, as well as non-ESH bearing assignments, for example, meetings called by their department, discipline, and dean.

The following guidelines, jointly developed by a task force of deans and faculty, will serve to inform deans and faculty in the leave-granting decision process, and will help to maintain equitable decision making from dean to dean and campus to campus. Nothing in these guidelines should be construed to supersede the Contract between the Faculty bargaining unit and management. The task force members hope that all faculty and deans strive to build and maintain a climate of trust and professional respect for one another and that these guidelines serve to strengthen that climate.

In general, a practice of taking unused personal days at the end of an academic year simply so that they would not be "lost" should not be followed. While this practice would be consistent with the *wording* of these guidelines, it would be far from within the *spirit* or the intent of the guidelines for a professional educator. Note: Nothing in the Contract prohibits the granting of additional personal leave, with or without pay, as Management deems appropriate as per Section 6.8 of the Contract.

## General

The purpose of the leave system is to allow for occasions when an illness, an emergency, or any other interfering event prevents a faculty member from fulfilling his or her obligation to the College. Given that the faculty's primary obligation is teaching, it is considered within the spirit of the leave guidelines that faculty will make every effort not to miss scheduled classes and not to have classes cancelled.

When a faculty member takes personal or sick leave for obligations missed, he or she will not have to make up such obligations. The leave itself satisfies the obligation. Conversely, if faculty can arrange, with the concurrence of the dean, to make up missed obligations (such as tutoring or advising), then leave does not need to be taken.

## Definitions

The days of the academic year calendar are designated as instructional duty days or non-instructional duty days for purposes of considering ten-month instructional faculty responsibilities. Instructional duty days begin on the first day of class and go through the end of the final exam period. Non-instructional duty days include professional days before the first day of classes and after the final exam period, convocations, commencement, and other occasional specially designated days during the semester. The instructional faculty leave system distinguishes a different approach to instructional and non-instructional duty days. Furthermore, there is, in some cases, an additional distinction between instructional duty days on which a faculty member has teaching or tutoring responsibilities and those when he/she does not.

Faculty have two main types of leave at their disposal: personal leave and sick leave. The amounts of leave available are determined in the Contract. The manner and rate at which they accrue is governed by the agreement between the bargaining unit and the College. In general, this leave system applies to the granting of personal leave and sick leave. Other types of leave are available for special circumstances, including professional meeting leave, civil leave, military leave, and bereavement leave. The following guidelines address the amount of leave to be taken. The type of leave, personal or sick, should be determined by the circumstances of the leave, namely, sick leave for a sickness or medical obligation and personal leave for an issue of a personal nature.

## Instructional Duty Days

When a faculty member is absent from work on an instructional duty day during the semester, leave may be taken in one of three increments: one full day, one half day, or one quarter day.

- In general, a **full day** of leave should be taken when the faculty member misses the entire obligation of teaching or tutoring for that day, regardless of how many hours or classes are involved. If the entire obligation on the day missed is a small amount of time (for example, a single class of 120 minutes or less), then a half day of leave will be taken.
- The **half day** of leave is intended for instances when a faculty member misses part of a day's obligation but teaches or tutors for another part of the day.
- The **one quarter day** leave is intended for missed meetings for which the faculty member is receiving ESH. No more than one quarter day of leave may be required of a faculty member for missing such meeting(s) on a day during the regular semester when he or she has no teaching or tutoring obligations.

## Non-Instructional Duty Days

On non-instructional duty days the faculty member who is absent will be required to use a half day or a full day depending on how many activities are missed (the quarter day leave is not an option). For purposes of non-instructional duty days, an "event" is defined as a single scheduled happening such as a college meeting, campus meeting, discipline meeting, department meeting, etc.

- If the faculty member misses only one event scheduled for the day, then a half day of leave should be taken.
- If the faculty member misses two or more events on a single day, then one full day of leave should be taken.
- If no events are scheduled for that day by a faculty member's department or campus (as sometimes happens during professional week, for example), then no leave need be taken.

## Extended Sick Leave

If a faculty member is sick or has a medical obligation, the following guidelines apply based on the length of the event. For purposes of these guidelines, short-term sickness is defined as five work days or fewer, and long-term sickness is defined as more than five work days.

- During a short-term sickness situation, a faculty member should take leave only on those work days when he/she has classes or other assignments that cannot be made up. No sick leave should be taken for any work days in the sickness on which the faculty member has no classes or no tutoring.
- During a long-term sickness, a faculty member will take sick leave for every work day missed, regardless of his/her particular teaching or tutoring assignment on those days.

## Evaluation

The Task Group recommends that the original group members (or a similar configuration of faculty and deans) reconvene at the end of the 2008-09 academic year in order to evaluate the guidelines and their implementation.