

Policy Number: 1130

Policy Name: Leave without Pay for Faculty, and for Administrative and Professional Employees

Responsibility for Maintenance: Director of Human Resources

Effective Date: February 5, 2016

Last Updated: August 15, 2023

I. Policy Statement

Provided that they meet their primary duties to the College, full-time Faculty and AP employees may apply for leave without pay, or negotiate reduced responsibility contracts to pursue other professional work or to run for and/or hold political office. Such leave is granted at the sole discretion of the President.

II. Reason for Policy

This policy describes the circumstances under which Faculty and AP employees may be permitted to take leave without pay or reduced-responsibility agreements.

III. Applicability of the Policy

This policy applies to full-time members of the teaching and research faculty (Faculty) and to Administrative and Professional (AP) employees. Leave without pay for College classified employees is governed by the Commonwealth of Virginia Department of Human Resource Management Policy 4.45.

IV. Related Documents

DHRM Policy 4.45

V. Contacts

OFFICE	TITLE	TELEPHONE NUMBER	EMAIL
Human Resources	Director of Human Resources	(804)862-6100, ext. 6409	rbchr@rbc.edu

VI. Procedures

A. Submission of Request

Members of the Faculty or AP employees seeking to take leave without pay or reduced-responsibility agreements must present their request to the President, together with:

1. A description of the reason for the leave, together with the precise dates proposed for the leave;
2. If a reduced-responsibility agreement is proposed, a description of the partial work to be performed, and the percentage of work that will be performed.
3. The recommendation of:

- In the case of Faculty, the Vice President ; or
- In the case of AP employees, the supervisor of the employee. The recommendation must describe how the work (or partial work) of the employee will be managed during the period of leave. The recommendation should describe any other proposed terms and conditions of such leave.
- If the proposal for managing the work of the employee during the period of leave will include strategies that will require the expenditure of funds in excess of the savings resulting from not paying the employee during the period of leave, a proposed budget identifying the source of additional funds.

B. Specific Terms and Conditions of Leave

If leave without pay or reduced responsibility leave is granted, the particular terms and conditions of the leave will be set forth in writing.