

**Leave Policy**

if professional leave due will be approved by the Director is limited so that the faculty member will be no more than 4 meetings per course per semester and no more than 2 consecutive meetings per course.

A request to submit two weeks in advance a request for approval of professional leave to the Director should be submitted in an email that describes the nature of the professional activity, the dates, the on meeting that will be missed, and how instruction for those meetings will be conducted. If substitute is used for faculty who are away for professional leave, they must be other faculty already holding an appointment in the SGA. See on-line Report of Absence (ROA) is not required.

leave" refers to activities such as presenting at a conference, installing an exhibition, or other similar enhance professional development. This policy does not pertain to sick leave, bereavement leave, jury business, or other similar reasons for absence (these leaves are already covered under other SGA) require an online ROA). Exception may be allowed for exceptional opportunities.