

## FACULTY UNPAID LEAVE POLICY

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### Faculty Unpaid Leave Procedures

1. A faculty member shall express their intent for obtaining an unpaid leave in writing to the Chair of the respective department at least two months ahead the beginning of any class.
2. The chair refers the request to the department council for approval.
3. The application, along with the recommendations of the department council is then referred to the dean of the college, who, in turn, refers them to the college council.
4. The dean refers the application and the recommendations of both councils to the Chancellor, who refers them to the University Council for approval.
5. The applicant shall be informed of the University Council decision within a period not exceeding eight weeks from the submission date. Otherwise, it shall be considered acceptable and shall continue his work until the end of the semester in which the application was submitted.
6. The faculty member shall continue to serve until he is accepted by the date specified by the Council decision.
7. The Council informs the HR Department and the Payroll of the decision to make the necessary arrangements and carry out the subsequent procedures.

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