

## POLICY ON SENIOR STAFF LEAVES

**Purpose:** The purpose of this Policy is to provide guidelines for the grant of discretionary leaves of absence for Senior Staff, which includes Vice Presidents and Deans.

**Eligibility:** A member of the Senior Staff having at least fifteen (15) years of service of full time exemplary service to the university in their position may apply to the President for a discretionary leave of absence of up to ninety (90) days in accordance with the following guidelines. All requests must be made in writing not less than sixty (60) days prior to the beginning of the leave, except in emergent situations. Leaves under the policy may be granted no more frequently than every seven (7) years.

**Guidelines:** The decision to grant a leave rests with the President of the University, which shall be in his or her discretion, and shall take into consideration appropriate factors including: past record of significant contribution to the university; cost factors and resources involved in the leave; and the administrator's plans for maintaining coverage and continuity during the leave.

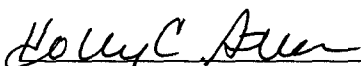
**Compensation:** The applicant shall apply his or her accrued vacation and administrative leave for not less than half of the leave; the remainder of the leave shall be paid at the administrator's current salary level. Existing deductions for health care coverage shall continue through the length of the leave.

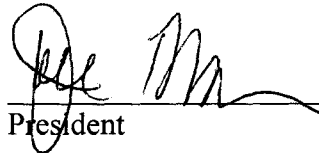
**Other Conditions:** If the leave is a paid leave, the applicant shall agree not to engage in outside paid employment during the leave. Additionally, any applicant receiving paid benefits shall agree to remain in NJIT employment for at least one (1) year following his or her return from the leave, or must return any additional benefit received from the university.

**Other Leaves:** This policy is not applicable to leaves required for medical purposes. Any leave rights for such purposes shall be governed by existing university policies regarding Family Leave and/or sick leave, and processed through the Department of Human Resources.

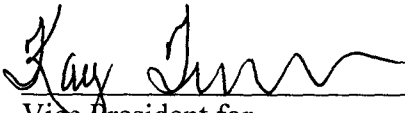
**Signed Agreement:** If the President grants leave under this policy, there shall be an agreement signed by the applicant incorporating the terms and conditions of the leave granted that shall be kept on file in Human Resources.

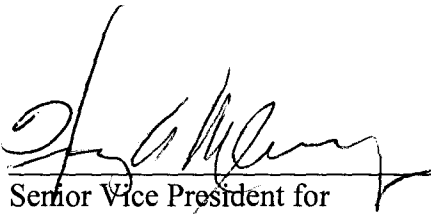
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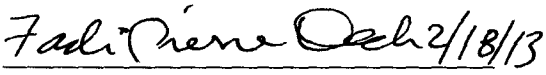
  
General Counsel                      2/18/13  
Date


  
President                                      2/19/13  
Date

**APPROVAL:**

 2/19/13  
\_\_\_\_\_  
Vice President for Human Resources Date

 \_\_\_\_\_  
Senior Vice President for Administration and Treasurer Date

 2/18/13  
\_\_\_\_\_  
Provost and Senior Vice President for Academic Affairs Date

 2/18/13  
\_\_\_\_\_  
Senior Vice President for Research and Development Date