The staff member granted a leave from the institution without pay will communicate to the appropriate vice president, not later than February 1, (1) his/her intention to return to the University or (2) his/her letter of resignation. If notification is not received by February 1, the staff position will be declared vacant. In unique circumstances a request to extend the leave for an additional year will be considered.

MILITARY LEAVE WITH PAY

All employees of Eastern Kentucky University who are members of the national guard or of any reserve component of the armed forces of the United States, or of the reserve corps of the United States Public Health Service, shall be entitled to leave of absence from their respective duties without loss of time, pay, regular leave, impairment of efficiency rating, or of any other rights or benefits to which they are entitled, while in the performance of duty or training in the service of this state or of the United States under competent orders, for a period in any calendar year not to exceed that specified in this section. Such employees while on such leave shall be paid their salaries or compensations for a period or periods not exceeding 15 calendar days or 10 working days if the employee's position is based upon a five day workweek in any one calendar year.

FACULTY AND STAFF ABSENCES

Since the bringing together of students and instructors is the primary function of the University, the general policy at Eastern Kentucky University is that all classes meet as scheduled. In case of an anticipated absence, the instructor must propose a plan for covering classes to be approved by the department chair. The proper forms to be submitted in the event of a faculty absence are available in the department offices. In case of an unanticipated absence, the department chair should be notified so that proper arrangements can be made for classes. The sick leave policy appears in this section of this Handbook.

In the event of absence because of temporary short term health disabilities not covered by accumulated sick-leave credit, a faculty or staff member may be granted a temporary leave of absence without pay upon the recommendation of his or her supervisor, vice-president, and the President, and approval by the Board of Regents. Short term leaves without pay for other purposes may be requested in the same manner.