

## **TERMS OF ADMINISTRATIVE LEAVES**

1. While on Administrative Leave, a staff member and the University are required to make normal contributions to the pension plan and staff benefit programs, together with contributions as required by statute; the staff member is eligible for promotion and salary increases effective at the normal time of year. The period of the leave shall be included as years of service in determining pension benefits.
2. A staff member who has taken an Administrative Leave shall be under an obligation to return to the University for a period of time equal to his/her Administrative Leave. The President may waive the obligation to return. In cases where the obligation to return is waived, the staff member may be required to reimburse the University for the remuneration (including salary and benefits) received from the University while on leave up to the effective date of the accepted resignation. A staff member who does not return to the University at the expiration of his/her Administrative Leave shall be deemed to have voluntarily resigned.
3. Within two months following the end of an Administrative Leave, the staff member granted the leave shall submit a written report on the research and scholarly work which was accomplished during the leave to the dean/director who may circulate this report to all members of the department.
4. Except with the permission of the University, a staff member on Administrative Leave shall not undertake paid assignments or seek out a new appointment.
5. Unless approved in advance by the President, no individual on an Administrative Leave shall receive remuneration during the leave from all sources in excess of one hundred percent (100%) of his/her base salary received while in full-time service at the University. Such approval is not required for any research expenses or for payment received from an external source for round-trip travel costs for the individual and dependents. The University may reduce its normal contribution to Administrative Leave remuneration if total remuneration exceeds this maximum.

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