

Interruption of Faculty Service

Policy Statement

A faculty member who has completed three consecutive years of service at the University may request time off to handle a pressing personal situation. This request should be for a specified period of time, not longer than one year, and should be made to the President of the University. In granting this leave, which is called an *Interruption of Service*, the needs of the department, College and University will be considered.

This *Interruption of Service* is not counted toward tenure or advancement in rank, but the individual retains credit for years of full-time service prior to the interruption. During the time of such leave, salary is not paid. Benefits including health insurance, dental insurance, vision insurance, life insurance, accidental death and dismemberment insurance, total disability insurance and tuition benefits are continued at the same level and cost to the employee as if the employee were not on leave.

Related Policies and Committees

Compensation Policy for Faculty
Order Cor Mariae-Pro Fide et Cultura
Tenure
Retirement Policy
Promotion of Faculty Members
Long-term Disability Insurance
Dental Insurance
Faculty Definition
Faculty Status

History of Policy– Interruption of Faculty Service

07/01/89 – Reaffirmed with publication of Faculty Manual 2.12.2
07/01/91 – Reaffirmed with publication of Faculty Manual 2.12.2
07/01/93 – Reaffirmed with publication of Faculty Manual 2.12.2.1
07/01/95 – Reaffirmed with publication of Faculty Manual 2.12.2.1
07/01/98 – Reaffirmed with publication of Faculty Manual 2.12.2.1
07/01/00 – Reaffirmed with publication of Faculty Manual 2.12.2.1
07/01/02 – Reaffirmed with publication of Faculty Manual 2.12.2.1
07/01/03 – Reaffirmed with publication of Faculty Handbook 2.12.2.1
03/12/04 – Revision approved by the President of the University as recommended by the Policy Committee of the University
07/01/04 – Reaffirmed with publication of Faculty Handbook
04/25/12 – Revision approved by the President of the University as recommended by the Policy Committee of the University
05/10/16 – Revision to policy reflects current practice by TIAA, Marywood's retirement plan provider. Revision was approved by the President of the University as recommended by the Policy Committee of the University.

MARYWOOD UNIVERSITY
POLICIES AND PROCEDURES MANUAL

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Secretary of the University and General Counsel