

July 13, 2015

Dear Deans and Department Heads:

This letter is a reminder about what University policy requires of faculty with respect to absences from work, and supersedes former Provost Peter Nicholls's letter of August 30, 2010 on this topic.

Effective May 7, 2015, the University reached agreement with the AAUP on guidelines for approval of leaves for faculty for family or medical circumstances covered by the Family and Medical Leave Act. This guideline can be found at: <http://policy.uconn.edu/2015/05/21/faculty-medical-leave-guidelines/>.

In addition, the University By-Laws provide the following: "No member of the professional staff shall be absent from his/her duties at the University except by permission of the department head. Short leaves to cover emergency situations may be granted by the department head, who will make such arrangements as are feasible to re-assign the absent staff member's work. In each such case, the department head will file a record of the matter with the dean. No such emergency leave shall be granted for a longer period than ten days without previous permission of the President for those units which report to the President or by the Provost or the appropriate Vice President."

Accordingly, please remember that unless a short-term absence from campus has been formally approved by the Department Head with notice to the Dean, faculty members are expected to be in residence. Further, any absence greater than ten days requires prior approval by the Provost's Office. Previously, Deans were granted discretion to approve leaves up to one month in duration. This discretion is hereby revoked, since most situations are now addressed by the new medical leaves guideline. Please refer emergency situations not covered by the guideline that require absences greater than ten days to my office for approval.

If you have any questions about faculty leaves for emergency situations, please contact Amy Donahue, Vice Provost for Academic Operations or Renee Boggis, Associate Director of Human Resources.

Yours sincerely,



Mun Y. Choi
Provost

c: Vice Provost Amy Donahue