

Appendix A: Faculty Leave Chart

Type of Leave	Junior Faculty Research	Sabbatical	Professional	Personal (FMLA)	Sick	Faculty Teaching Relief
Assistant Professor	X		X	X	X	X
Associate Professor without Tenure	X		X	X	X	X
Associate Professor with Tenure		X	X	X	X	X
Full Professor		X	X	X	X	X

Junior Faculty Research Leave

The purpose of the Junior Faculty Research Leave Program is to assist young scholars in their pre-tenure years by providing a concentrated period of time during which they can engage in research to advance their careers.

The research leave is a one-semester leave with pay taken during years two to six of the faculty member's probationary period. All tenure track faculty are eligible for the leave. Normally this leave may not be taken during the faculty member's first year of appointment or the last year at MIT. Faculty members who have been given a terminal appointment may not be granted a research leave. Faculty members should apply to their department head for the research leave.

Tenured Faculty Sabbatical Leave

The purpose of sabbatical leaves is to make it possible for members of the tenured Faculty to take time off from normal academic duties for scholarly research and study. The Institute's plan is based on the normal expectation of a one-half-year leave at full salary, or a full-year leave at half salary, following six years of full-time service as a member of the regular Faculty. Implementation of this policy in a specific case may be limited by the responsibility of the departments to meet their obligations and the financial resources that can be made available. Years in which faculty members are on leave or have served in any rank of visiting professor are not counted in the six years. Years of service beyond the six year requirement cannot be counted toward qualification for subsequent sabbaticals.

Faculty members must apply to their department heads a reasonable time in advance (normally one year) and describe their proposals for the use of the sabbatical. In considering whether the request for sabbatical leave can be recommended to the dean, department heads must take into account the commitments for teaching and research in their departments. The final allocation of sabbaticals is made by the Provost.

Leaves for Faculty

Members of the Faculty may request professional and personal leaves. Professional leaves allow faculty members to undertake professional development or public service opportunities, whereas personal leaves allow faculty time to address urgent medical, personal, or family matters that prevent full attention to academic and scholarly duties. Leaves are granted by department heads with the approval of the dean and in consideration of applicable law.

Professional Leave: Unpaid professional leaves may be granted to allow faculty members to undertake professional development or public service opportunities. Such leaves may be granted in consideration of the purpose of the leave, the proposed activity, and departmental needs. The period of the leave must be specified and shall not normally exceed one academic year; however, the leave may be extended by the dean for a second year. Extension of such leaves beyond two academic years is only possible in extraordinary circumstances and requires approval of the Provost. For untenured members of the Faculty, professional leaves are included in the determination of years of service for tenure decisions.

In extraordinary cases and in further consideration of the School's mission and faculty development, one professional leave for up to one year may be excluded in determination of years of service for tenure decisions. This exception requires the approval of the Provost in advance.

Personal Leave: Personal leaves may be granted to eligible faculty who face medical, personal, or family crises or who have urgent obligations that interfere with their work. The conditions include, but are not limited to, those defined in the Family and Medical Leave Act and detailed in [Section 4.8.3](#) of the MIT Employment Policy Manual, which states that leaves may be taken for the purpose of:

1. an employee's own serious health condition (including conditions related to pregnancy and childbirth);
2. the birth and care of the employee's newborn child (leave must be completed within 12 months of the date of birth);
3. the placement of a child with the employee for adoption or foster care (leave must be completed within 12 months of the date of placement); or
4. the serious health condition of the employee's child, parent, or spouse* requiring the employee's participation in care.

(*This policy will also include same-sex "spousal equivalent," according to the following definition: the partner is the same sex as the employee and is at least 18 years of age; the partner has shared a common residence with the employee for a period of at least four consecutive months and intends to reside indefinitely with the employee; the partner and the employee consider themselves life partners, share joint responsibility for their common welfare, and are financially interdependent.)

In consideration of such conditions, eligible faculty members are entitled to a leave without pay of up to 12 weeks in a 12-month period. More detail on the FMLA may be found in the MIT Employment Policy Manual [Section 4.8.3](#). Unpaid leave beyond 12 weeks may be granted subject to approval and required documentation. For the purpose of computing years of service for tenure decisions, personal leaves shall not

be included. In counting years, the semester is the quantum by which years of service are determined (see [Section 3.2 Tenure Process](#)).

Faculty members may elect to take advantage of release arrangements offered by Schools to accommodate their personal needs. In appropriate circumstances, the release time may count as part of a faculty member's FMLA leave. Except as stated in [Section 7.5.3 Faculty Teaching Relief](#) or otherwise specifically stated, the time included in these special arrangements is included in the calculation of years of service for tenure decisions.

[Sick Leave Policy for Faculty](#)

There is no formal method of sick leave accrual or accounting for members of the Faculty. A reasonable number of justifiable absences are paid in full. These absences may be used for the employee's illness and medical and dental appointments, as well as for the illness and medical and dental appointments of a family member (up to 40 hours per year), and during a leave of absence for victims of domestic violence (again, up to 40 hours per year); see [Section 7.5.7 Leaves of Absence for Victims of Domestic Violence](#). A family member under this policy is a spouse, domestic partner, child, parent, or parent of spouse or domestic partner; a person who stood in loco parentis to the employee when the employee was a minor child; or a grandchild, grandparent, or sibling of the employee. For determining the limits of 40 hours, full-time faculty members working a regular, five-day a week schedule are considered to work eight hour days, so that they can use five days per year to care for a sick family member.

[Faculty Teaching Relief](#)

Faculty members, regardless of gender, who wish to spend the majority of their academic time on the care of and responsibility for a newborn child or a child newly placed with them for adoption or foster care will be released from teaching and administrative duties for one semester at full pay, but they will continue to be expected to fulfill their thesis-advising responsibilities and sustain their research program.

Institute rules on outside professional activities for full-time faculty will remain in force for those on such release. Also, it is expected that, normally, they will not increase their usual outside professional activities.

Faculty members can take advantage of this policy in any term they choose within one year after the arrival of a child.