

**SOUTHWEST MINNESOTA STATE UNIVERSITY**  
**PAID OR UNPAID LEAVE OF ABSENCE REQUESTED FOR THE 2024-2025 ACADEMIC YEAR**

**PAID LEAVES:** Article 17, Section G of the current Agreement between the MnSCU Board of Trustees and the Inter Faculty Organization governs the awarding of paid leaves of absence up to one (1) year in length for the purpose of retraining or further training to meet the programmatic needs of the University. Proposals for these leaves and consideration of the proposals will be conducted using the calendar below.

**Friday, October 20, 2023**

Faculty member seeking a paid leave of absence under Section G shall submit a written proposal to the Provost with copies to the appropriate Deans, Department and SMSUFA via the Association President. The proposal is to include a statement of purpose, a description of how the leave relates to department and university goals, and a calendar for the leave period.

**Monday, November 6, 2023**

Provost makes a recommendation to the President with copies to the applicant, the appropriate dean, the department and SMSUFA via the Association President.

**Monday, December 4, 2023**

President informs the applicant in writing of the decision with copies to the department and SMSUFA via the Association President. If the faculty member who is awarded a paid leave of absence desires to change the broad outline of the leave proposal, the faculty member must submit a revised proposal. Failure to do so may result in the requirement of the faculty member to refund the University the funds awarded during the leave period. The President may permit exceptions to the above calendar after providing SMSUFA an opportunity to Meet and Confer on the exception.

**UNPAID LEAVE OF ABSENCE:** Faculty wishing to apply for an unpaid leave of absence should follow the same timelines and guidelines as above.