

#### 4.11 PERSONAL LEAVE WITHOUT PAY

Any full time faculty member is eligible to apply for a personal leave. Leaves may be granted for advanced professional training, travel, and maternity. No leave will be for less than one (1) semester, nor for more than one (1) year. Except in cases of emergency, the application for personal leave must be approved by the supervising administrator and submitted to the Human Resources Office for clearance at least ten (10) weeks prior to the start of the semester involved.