For The Faculty*

- Absences, Leaves, Vacations, and Holidays for Faculty
- Extra-College Employment
- Family Educational Rights and Privacy Act of 1974, as Amended (FERPA)

*Always refer to the Operational Guide for additional information and/or conditions.
Absences and leaves for faculty are similar to those for staff employees; however, there are notable exceptions.

**Notification About Absences** – The division dean should be notified in advance of any plans that might require a faculty member to miss a class or other responsibility.

*Always refer to the Operational Guide for additional information and/or conditions.*
PP 47 Absences, Leaves, Vacations, and Holidays for Faculty* (Cont.)

• *Leave for Death in the Family* – Absences due to a death in the "immediate family" (see "Definitions," PP 2), including, also, a faculty member’s or spouse’s grandparent or other close relative, are permitted for a reasonable period, as approved by the division dean.

*Always refer to the Operational Guide for additional information and/or conditions.*
• *Leave for Inclement Weather* – If there is an emergency that prevents the college from operating, an announcement will be made through the Office of the President.

*Always refer to the Operational Guide for additional information and/or conditions.*
PP 47 Absences, Leaves, Vacations, and Holidays for Faculty* (Cont.)

• Sabbatical Leaves – Sabbatical leaves are granted to release time for professional development through study, research, writing, teaching, travel, and other activities appropriate to the professional renewal of a teacher and scholar.

*Always refer to the Operational Guide for additional information and/or conditions.
PP 47 Absences, Leaves, Vacations, and Holidays for Faculty* (Cont.)

- **Family and Medical Leave Act (FMLA) Leave** – An eligible faculty member at Austin College is entitled to a total of 12 (twelve) weeks of leave in a twelve-month period for documented medical and certain other situations.
  - Additional information concerning Family and Medical Leave can be found in PP 29 Leaves of Absence.

*Always refer to the Operational Guide for additional information and/or conditions.*
PP 47 Absences, Leaves, Vacations, and Holidays for Faculty* (Cont.)

• Vacations and Holidays for Faculty
  – Faculty generally observe official academic breaks and holidays (periods when classes are not in session).
  • Policies relative to vacations and holidays for faculty who are on 10-month or 12-month contracts are different from the above and are maintained by the vice president for academic affairs.

*Always refer to the Operational Guide for additional information and/or conditions.
PP 48 Extra-College Employment*

• A full-time member of the faculty must not accept outside employment, whether temporary or permanent, without prior consultation with the vice president for academic affairs and authorization in writing from the president.

*Always refer to the Operational Guide for additional information and/or conditions.
OP 1 Compliance with Family Educational Rights and Privacy Act of 1974 (FERPA)*

- The law provides that the institution will maintain the confidentiality of student education records.
- There are a few exceptions, however no one outside the institution shall have access to nor be eligible to receive students' education records without the written consent of the students.

*Always refer to the Operational Guide for additional information and/or conditions.