

R210-1. Purpose: To provide Chief Executive Officers of the Utah System of Higher Education with personal renewal and professional development leaves in addition to their regular earned vacation.

R210-2. References

- 2.1. Utah Code §53B-2-102 (Board to Appoint President of Each Institution)
- 2.2. Policy and Procedures R205, Presidential Appointment, Term of Office, and Compensation and Benefits
- 2.3. Policy and Procedures R208, Annual Chief Executive Officers Performance Review
- 2.4. Policy and Procedures R209, Appraisal of Chief Executive Officers

R210-3. Policy

3.1. Criteria for an Executive Officer Leave of Absence: The Board, in consultation with institutional Boards of Trustees, may grant a leave of absence to an institutional President or the Commissioner of Higher Education when it determines that such leave is desirable for the individual to keep abreast of his or her field or for rest and renewal in order to remain effective in his or her present assignment. The Board, in determining the appropriateness and duration of a proposed leave of absence, will consider:

- 3.1.1. the size and complexity of the institution and the demands of the position;
- 3.1.2. the Chief Executive Officer's personal or professional development needs;
- 3.1.3. the nature of the activities which the Chief Executive Officer proposes to undertake during such leave.
- 3.1.4. the Chief Executive Officer's work performance record;

3.2. Years of Service for Eligibility: The Board may grant a leave of absence at any time it determines the need as provided in 3.1. However, except in unusual circumstances, leaves will not be considered for Chief Executive Officers who have served on a full-time continuous basis for a period of less than three years. The Board will consider a leave for a President for a duration of approximately one month for each two years of service, up to three total months of leave for service of six years or more.

3.3. Purpose of the Leave: The purpose and activities of the leave shall be mutually beneficial to the Chief Executive Officer and the institution, and shall provide for the Chief Executive Officer's personal renewal and professional development through rest and recreation, scholarly activities, conference and workshop attendance, and so forth.

3.4. Duration of the Leave: A leave of absence may be approved for a period of one to three months with full pay. Chief Executive Officers on leave will be regarded as on active institutional employment status

¹ Adopted November 17, 1989; amended November 4, 1994.

for purposes of benefits, and will continue to receive and accrue such benefits under applicable institutional policies.

3.5. Leave Expense: Certain professional expenses of the Chief Executive Officer may be covered by institutional or other funds as approved in the leave agreement.

R210-4. Procedures

4.1. Board Invitation for Executive Officer's Leave Proposal: Based on Annual Chief Executive Officers Performance Reviews under Policy and Procedures R208, Appraisals of Chief Executive Officers under Policy and Procedures R209, the recommendation of the Commissioner, or the request of the Chief Executive Officer, the Board may extend an invitation to a Chief Executive Officer to prepare a proposal for a leave to provide rest and renewal, to keep abreast of his or her field, or to remain effective in his or her assignment.

4.2. Committee Review: The Chairman may establish an ad hoc committee or use a standing committee of the Board to review the Chief Executive Officer's proposal and make a recommendation to the full Board.

4.3. Board Action on a Personnel Matter: The Board will meet in executive session to review the leave proposal and committee recommendations. Action to grant a leave of absence will be taken in a regular meeting of the Board.

4.4. Funding and Leave Coordination: The respective institutional Board of Trustees and the Chief Executive Officer will be consulted in all funding and leave decisions.