

Leaves of Absence/Leave to Attend Professional Meeting

752-0 **Policy**

An appointee may be granted a leave with pay to attend a professional meeting or for University business. If the leave is for seven days or less, the rules in APM - 752 apply. If leave is for more than seven days, the rules in [APM - 758](#) and [759](#) apply.

752-6 **Responsibility**

If an appointee is granted this type of leave, the appointee's department chair shall be responsible for adequate replacement of the faculty member during the period of the leave, except that the appointee receiving the leave shall be responsible for the submission of any course reports, etc., required during the period of the absence.

752-24 **Authority**

Department chairs may approve leaves of absence for seven calendar days or less to attend professional meetings or for University business.