




# National University of Health Sciences General Policies

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Date Adopted: <b>02/21/92</b>	Date(s) Revised:	<b>02/13/06</b>		
 _____ President	Date	<b>8-5-09</b>		

## POLICY STATEMENT

That National University of Health Sciences (NUHS) faculty who teach in postgraduate programs accredited by the NUHS Lincoln School of Postgraduate Education may request Friday afternoon release time to travel if:

1. They have no other assigned NUHS instructional responsibilities, and
2. Travel is not feasible later on Friday evening or on Saturday morning.

For postgraduate teaching, only Friday afternoon qualifies for release time requests. Other days or additional times are chargeable as vacation.

Any time absent from normal working hours while teaching in programs not sponsored by NUHS is chargeable as vacation or, in the event vacation time is unearned, as absence without pay.

All release time agreements for post-professional teaching must be requested in advance and in writing by the faculty member and approved by his/her supervisor.

Vacation requests will be processed in accordance with the established NUHS vacation policy.