



		Policy Section:	Institutional Support
Policy Number:	5506-04	Policy Title:	Faculty Leave
Effective Date:	3/1/06	Department:	Office of the Provost
Last Revised:	10/11/22		

Preamble:

Full-time faculty members are entitled to all of the benefits associated with being full-time employees of the University. However, employment policies related to workload, leave, and Paid Time-Off (PTO) for faculty members differ by necessity from that of administrative faculty and staff members due to the differences in the nature and schedule of responsibilities.

Certain federal and state laws and regulations mandate leaves of absence and impact University PTO policies and procedures including rights. These laws and regulations are intended to protect the welfare and rights of employees. They provide guidelines for the design and application of PTO policies and procedures including such things as stipulations regarding advance notification by the employee, applicability of benefits, and re-employment rights.

The University's established policies are in compliance with laws and regulations and include procedures to ensure consistent record keeping that is essential for proper implementation of PTO and other leaves of absences.

Policy Statement:

Full-time faculty members are required to teach an annual credit load of twenty-four credits, and, in addition, perform other duties assigned to them such as advising students, committee work, etc. Part-time benefitted faculty members are required to teach and/or administer an annual credit load of eighteen (18) credits. Except when assigned teaching duties as part of their regular load or as required by the faculty member's dean/chair, faculty members are not required to be present on campus during the summer months, or other times when the University is closed. This does not constitute paid time-off. Occasional periods of paid-time-off (PTO) from work during the remainder of the year for purposes of vacation, illness, or personal reasons that interrupt teaching and other specified responsibilities are to be reported to the dean of the school in which the faculty member teaches.

Full-time faculty members may avail themselves of family and medical leave, personal leave, or military leave of absences that are provided to full-time employees of the University including bereavement leave (Sec. 3.10.1), and jury and/or witness duty leave (Sec. 3.10.3), in accordance with the policies and procedures governing them. Consult the Family and Medical Leave Policy (5521-08), Military Leave Policy (5521-11), and Personal Leave Policy (5521-10) for information regarding their relationship to faculty eligibility for and use of paid and unpaid time off.

Scope:

This policy applies to full-time and part-time benefitted faculty only. For PTO for staff and administrative faculty, consult Policy 5521-06, PTO for Staff.

Procedure:

1.0 Faculty Leave

1.1 Vacation

On a calendar year basis, full-time and part-time benefitted faculty members are entitled to four weeks (20 week-days) of vacation time, usually taken during the summer months, during which faculty members will have no requirements or obligation to be on campus, attend meetings, or engage in work-related activities. These four weeks of vacation time are in addition to University holidays during which time many University offices are closed. For purposes of this section, the Summer begins on Monday of the second week following Spring Commencement and ends on the Friday of the week in August preceding the Annual Faculty In-Service program. This protected vacation time is to be

coordinated with and approved by the dean of the school in which the faculty member teaches. Deans who report directly to the Provost are to submit their vacation requests to the Provost for coordination and approval.

1.2 PTO during instructional periods of the fall and spring semester

Full-time faculty members are entitled to occasional use of PTO, as needed, during instructional periods of the fall and spring semester for illness (self or a dependent family member) and other emergencies, personal reasons, or personal business, and inclement weather during which the University is not closed. Faculty should keep track of, and report both summer vacation time and instructional period PTO to their respective deans.

1.2.1 FMLA-related Absence

When a faculty member has been or is expected to be absent for more than three days which interrupt regular duties and responsibilities due to his/her own illness or that of a parent, child or spouse, the dean of the faculty member's school must:

1.2.2.2 notify the Director of Human Resources so that FMLA-related rights and notification may be promptly provided to the employee;

1.2.1.2 work with the Department of Human Resources to develop a method to track the time off.

1.2.1.3 clarify with the assistance of Human Resources how PTO will apply to FMLA as a paid portion of the leave.

1.3 Pay for Unused PTO - No payment will be made to employees for unused PTO.

2.0 Leaves of Absences

2.1 Bereavement Leave

The University provides full-time employees with paid leave for bereavement and/or attending the funeral of a family member. If the deceased is an immediate family member, the leave is three (3) consecutive days. If the deceased is another family member, the leave is one (1) day. For purposes of this paragraph the term "immediate family member" means a spouse, child or grandchild, brother or sister, parent or grandparent. For purposes of this paragraph the term "other family member" means a step-parent, step-child, parent-in-law, son- or daughter-in-law, or a close relative residing in the same household.

2.2 Jury Duty and Witness Leave

The University provides full-time employees with paid leave to serve as jurors in a federal, state, or local court. The University also provides full-time employees with paid leave to serve as witnesses in a trial in a federal, state, or local court if the University is a party or matter before the court relates to the University. The leave begins on the day on which the employee is required to appear in court and ends on the day in which the employee is dismissed by the court.

2.3 Family and Medical Leave - Please consult Policy 5521-08

2.4 Military Leave - Please consult Policy 5521-11

2.5 Personal Leave - Please consult Policy 5521-10

3.0 Holidays and Scheduled Closings

3.1 Holidays

The University observes the following holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Thanksgiving (including the day before and the day after), Christmas Eve Day, and Christmas Day. If a holiday falls on a Saturday, the University generally observes the holiday on the Friday before. If a holiday falls on a Sunday, the University generally observes the holiday on the following Monday.

3.2 Scheduled Closings

The University ordinarily is scheduled to be closed during the Fourth of July week and Fall Break. The University schedules a Fall Break, which consists of a Monday and Tuesday in October, in lieu of observing Labor Day. Winter Break, for purposes of the first sentence of this paragraph, means a period beginning the Monday after Fall commencement and ending Friday of the week before Spring semester classes begin. Certain faculty may be expected to work during all or part of these breaks. Examples include those who teach graduate classes or lead academic or mission-related trips at these times.



4.0 Pay for extended periods of absence

When faculty require extended periods of absence, such absence will be addressed by Family and Medical Leave, military leave, and/or Personal Leave policies. When such absence is due to the faculty member's own serious health condition and requires the University to assign teaching and/or administrative duties to other faculty, compensation will be provided as described in Policy 5521-21, Short Term Disability.

5.0 Record Keeping

A record of PTO used by faculty members must be maintained in accordance with the attendance and timekeeping records of the school or department.

A handwritten signature in cursive script, appearing to read "R. Smith".

President's Cabinet Member

10/11/2022

Date