



University of Nevada, Reno

## **Non-Tenured Faculty Unpaid Leave Frequently Asked Questions**

**Q: Why is the University of Nevada, Reno implementing the voluntary and mandatory salary reductions and unpaid leave options?**

A: The unpaid leave options are being implemented in an effort to offset the state budget shortfalls and avoid additional lay-offs and notice of nonreappointments.

**Q: Who is required to participate in the faculty salary reductions?**

A: At this time, all faculty are required to participate. For Fiscal Year 2011, there is a mandatory 4.6% salary reduction with corresponding unpaid leave. Tenured faculty at UNR will be subject to a mandatory workload increase in Fiscal Year 2011.

**Q: Who is exempt from participating in the voluntary and mandatory salary reductions?**

A: Student employees, graduate assistants, letter of appointments, post doctoral scholars and medical residents are all exempt because those positions are viewed as an extension of scholarly pursuit. H1-B visa holders are exempt because a work visa specifies a minimum salary. Tenured faculty will participate through a collective workload increase equivalent to the 4.6% salary reduction.

**Q: Am I restricted to taking one day in a given month or can I take several days at a time?**

A: You may take several days in a month. This salary reduction corresponds to the number of hours of unpaid leave.

**Q: How do I request the days I wish to take under the mandatory salary reduction?**

A: Non-tenured faculty (both “A” and “B” contract) should submit a leave request form indicating the preferred unpaid leave days by marking “Furlough” on the leave form. The authorization is subject to approval by your supervisor/chair. The form remains with the leave keeper and is not submitted to the Payroll Office.

**Q: Am I expected to work on my furlough day?**

A: No.

**Q: Can I change a previously scheduled and approved annual leave day to the voluntary or mandatory salary reduction program?**

A: You can submit an amended leave slip to replace the prior leave slip. If approved by your supervisor/chair, you may make the change.

**Q: Can I take unpaid leave in lieu of a sick day?**

A: You may take unpaid leave in lieu of a planned sick day by scheduling the day as an unpaid leave (furlough) day and if the request is approved in advance of the absence. You may not take unpaid leave if not scheduled and approved in advance of the absence.

**Q: How will the unpaid leave be calculated and affect my paycheck?**

A: Your gross earnings will be reduced by 4.6%. Your base salary, for purposes of retirement contributions, will remain the same.

**Q: How will mandatory salary reduction affect my benefits (health insurance, retirement, leave)?**

A: Mandatory salary reduction will not impact the accumulation of paid annual leave, paid sick leave and retirement service credits.

Mandatory salary reduction will not affect your eligibility for state benefits such as health and dental insurance.

Voluntary life insurance and voluntary short-term disability insurance benefits and premiums are calculated as a percentage of earnings, and will therefore, be slightly reduced.

**Q: How do I calculate the impact if my position is partial FTE?**

A: Take the number of hours related to the option you have chosen (48 or 96 for “A” contract; 31 or 62 hours for “B” faculty) and multiply by your FTE percentage.

**Q: Can I give up annual leave instead of taking the mandatory salary reduction?**

A: No. Annual leave is accrued paid leave that cannot be replaced with unpaid leave.

**Q: I’m a “B” contract, academic faculty, what days can I use for the unpaid leave?**

A: You can request unpaid leave on contractual days (including holidays within your contract period) only. Overload cannot be earned on the days selected and approved.

**Q: Can an academic faculty member use contract days before or after the semester ends?**

A: You may use any contract days, subject to the limits on number of days and subject to approval by your supervisor/chair.

**Q: Can I substitute a paid holiday for unpaid leave?**

A: This is applicable to academic "B" faculty only. Paid holidays within the contract period and with supervisor/chair approval may be taken as unpaid leave.

**Q: How will a sabbatical be impacted?**

A: Since most sabbaticals are awarded to tenured faculty, there will be no salary reduction for tenured faculty.

**Q: Can I trade course coverage with another faculty member so that I may take unpaid leave on a day with teaching commitments?**

A: No. Furlough days may not be taken on assigned/scheduled teaching days.

**Q: How does the unpaid leave impact effort reporting?**

A: Time reporting for effort reporting purposes will remain the same.

**Q: What if I am awarded tenure during the biennium (July 1, 2009-June 30, 2011)?**

A: If you are tenured on or before July 1, 2010 you will be subject to the mandatory work load increase provision which was passed by the Board of Regents.

**Q: Can I request accelerated tenure review?**

A: All rules and procedures regarding the tenure process remain intact.

**Q: Is the salary reduction refundable?**

A: No

**Q: How will the funding for my position be affected by voluntary or mandatory salary reduction?**

A: All non-tenured faculty are required to participate in the mandatory salary reduction and unpaid leave. The salary reduction will be applied to each account line that an employee is paid from according to the percentage of funding allocated to each account line.

**Q: Will I be impacted if I've received an NNR?**

A: This will be determined by the end date of the NNR. Talk with your supervisor about your options.

**Q: I am newly hired. Am I impacted in the same way?**

A: Yes. New hires in FY2011 will participate in the mandatory program. The salary reduction and corresponding unpaid leave days will be prorated to the faculty member's start date.