Faculty Unpaid Leave Policies and Procedures

Faculty Unpaid Leave

All Faculty members are required to take unpaid leave in each of the next two fiscal years (July 1, 2013-June 30, 2014 and July 1, 2014-June 30, 2015).

Unpaid Leave Exemption: Letter of appointment instructors, medical residents, graduate assistants, post doctoral scholars and student employees. Grant and/or contract funded faculty who are at least 90% funded by external grant or contract dollars for the year, UNSOM clinical faculty-portion of salary that is derived from clinical contracts and clinical revenue are also exempt.

❖ “A” contract faculty will take the six days of unpaid leave per year. Leave will be taken in half-day increments. Supervisory approval is required in accordance with all leave requests.

❖ “B” contract faculty will take four days of unpaid leave per year. Leave will be taken in half-day increments. Supervisory approval is required in accordance with all leave requests. Unpaid leave may not be taken on a teaching day.

Faculty members with partial FTE will have the mandatory unpaid leave prorated according to FTE.

Formula:
A Contracts: 48 hours X FTE / 8 hours per standard work day = # unpaid leave days
B Contracts: 31 hours x FTE/ 8 hours per standard work day = # unpaid leave days

Example: 48 hours (Number of hours related to “A” contract (as per 2.3% reduction) x 50% FTE

\[
\frac{24}{8 \text{ hours}} = 3 \text{ unpaid leave days}
\]

Example: 31 hours (Number of hours related to “B” contract (as per 2.3% reduction) x 48% FTE

\[
\frac{14.88}{8 \text{ hours}} = 1.86 \text{ rounded up equals 2 unpaid leave days.}
\]

(unpaid leave is rounded up to the nearest half day increment, but the maximum pay reduction remains 2.3%)

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Scheduling of Unpaid Leave

When scheduling faculty unpaid leave, supervisors should first consider the needs of the organization, past and future scheduled leave, and the requests of the employee. In some cases, supervisors may need to assign the days that a faculty member will take unpaid leave.

Requests for faculty unpaid leave must be completed in advance of the leave using the Leave Request Form located on the Human Resources website at: http://www.unr.edu/hr/forms?s=leave+request+form

The authorization is subject to approval by supervisor/chair. The approved form should be submitted to the department leave record keeper.

- “A” contract (non-instructional) faculty may take the six days of unpaid leave at any time during each fiscal year with supervisory approval.
- “B” contract faculty may take the four days of unpaid leave on non-teaching days only with supervisory approval.

Alterations of Approved Unpaid Leave

Requests for changes in approved unpaid leave must be approved by the employee’s supervisor prior to the date of requested leave.

Once an alteration on a request for unpaid leave has been approved by the supervisor, the change must be communicated in writing to the department leave record keeper.

Changes in approved unpaid leave prompted by a faculty member’s supervisor can only be made due to extenuating business needs, as determined by the appointing authority, and must be communicated to the employee as far in advance as feasible. The change must be communicated in writing to the department leave record keeper.

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