Professional Leave Training

Faculty & Post-Doctoral Fellow
Course Outline

- Types of Faculty Leave
- Leave Eligibility
- Part-time Faculty Leave Accruals
- Flexible Work Schedules
- “B” Contract Guidelines
  - Academic “B” Faculty Contract Days
- Transfer of Accrued Leave
- Termination of Employment
- Leave Forms
- Resources

Professional Leave Training, WIMBA, February 2012
Types of Faculty Leave

- Annual
- Sick
- Family Sick
- Family Death
- Family Medical Leave Act (FMLA)
- Military
- Civil/Judicial
- Leave of Absence without Pay
- Extended Salaried Sick Leave
- Sabbatical Leave

Professional Leave Training, WIMBA, February 2012
Annual Leave

Faculty

- Full time “A” contract only earn 2 days per month.
  - Based on accrual – 1 day accrued for the first half of the month (granted on 15th day) and the additional day is accrued for the 2nd half of the month (granted on the last day of the month).
  - Maximum accrual is 48 days at the beginning of the fiscal year.
- Part-time Faculty earn prorated amount of leave based on Full-time equivalency (FTE).
  - Based on accrual – ½ of accrual (for the first half of the month) granted on 15th day of the month and the additional half is granted on the last day of the month.
  - Maximum accrual is 48 days pro-rated for FTE. For example a Faculty member who is employed at 80% FTE has a maximum accrual of 38.4 days or 307.2 hours.
Annual Leave

- Employee must request leave in writing by April 1 to use leave in excess of 48 days before the end of the fiscal year.

- Payment for annual leave at termination may be contingent upon funding source (i.e. grant, soft funds, etc.) and appointing authority approval.

- While on sabbatical, Faculty earn annual and sick at the FTE of the appointment (eg. 67% FTE)
Annual Leave

- **Postdoctoral Fellow**
  - Full time earn 1 ¼ days per month. Part-time earn prorated amount of leave
  - Maximum accrual is 15 days as of the last day of each month
  - Any unused annual leave may be carried forward from year to year
  - No payment for unused annual leave at termination
Sick Leave

**Faculty**
- Full time “A” and “B” contract start their first year with 30 days. After the first year, 2 days earned per full month of employment.
  - Based on accrual – 1 day accrued for the first half of the month (granted on 15th day) and the additional day is accrued for the 2nd half of the month (granted on the last day of the month).
  - Leave may not be taken until accrued.
- Part-time faculty earn prorated amount of leave
- Maximum accrual is 96 days at the **beginning** of the fiscal year
  - Sick leave may exceed 96 days at the end of a month during the fiscal year.
- Sick leave may be earned for faculty on sabbatical leave if not at maximum accrual
- No payment for unused sick leave at termination
Sick Leave

Postdoctoral Fellow

- Full time earn 1 ¼ days per month.
  - Part-time earn prorated amount of leave
- Maximum accrual is 15 days as of the last day of each month
- Any unused sick leave may be carried forward from year to year
- No payment for unused sick leave at termination
Faculty & Postdoctoral Appointments

- **Family Sick Leave** – up to 15 days per contract year may be used to care for or assist family members. Does not apply if the leave is approved under FMLA (these 15 days are part of the regular sick leave accrual).
- **Family Death** – up to 10 working days of sick leave in the event of the death of a person within the third degree of relationship.
- **Civil/Judicial** – will be granted to serve on a jury or when summoned to be a witness.
- **Leave of Absence without Pay** – employee must have more than one year of service. Coordinated by the Office of the Provost subject to Presidential approval.
Other Leave Benefits (continued)

Faculty & Postdoctoral Appointments

- **Family Medical Leave Act (FMLA)** – entitles an employee to a total of 12 weeks of leave during a rolling 12-month period.

- **Military** – members of federal reserve forces or the Nevada National Guard are entitled to serve without loss of regular compensation for a period not to exceed 15 working days in any calendar year. Additional military leave may be granted for periods in excess of 15 days.
Faculty Appointments Only

**Sabbatical** – Academic Faculty Only – to be eligible must have served full-time on a 10-month (B) or 12-month (A) contract for 6 or more years. Coordinated by the Office of the Provost.

**Extended Salaried Sick Leave**
- Subject to Presidential Approval
- Maximum benefit is 1 year plus 1 month for each year of service.
- Leave can be denied if funding source cannot support.
- All sick and annual leave must be exhausted. Physician must certify employee is unable to resume duties.
- Contact the Benefits Office for Request Form. Request must be submitted through the Benefits Office to department chair/supervisor and then forwarded through chain of command to Provost and then President.
- No sick or annual leave is earned while on approved extended salaried sick leave.
Part-time Faculty Leave Accruals

- Part-time Faculty MUST have an established work schedule
  - Convert sick and annual leave (accrued based on a percentage (%) of scheduled work hours of the organization) from days to hours.
    - Part-time Faculty Leave Calculation: \((16\text{hrs} \times \text{FTE} = \text{Accrual [in hours]})\)
    - Example:
      - 0.60FTE  \(16 \times 0.60 = 9.6\) hours earned per month of annual and sick leave.
      - The leave calculation should only be carried to one place.
  - Track use of sick and annual leave by hours.
Part-time Faculty Leave Accruals

- Part-time Faculty MUST have an established work schedule
  - Faculty are charged sick and annual leave in a minimum of ½ day increments.
  - To calculate leave taken for part-time faculty:
    1. Determine the standard work schedule
    2. Determine the scheduled hours for the leave day. Divide the scheduled hours for that day by 2. The result is the number of hours in a half work day.
    3. Review the request and determine if a half day or full day should be charged.
    4. Deduct the appropriate number of hours from the faculty member’s leave balance.
Part-time Faculty Leave Accruals

Part Time Employment

Example: An employee that is working five 4-hour days per week (.50 FTE) would earn 8 hours (16 hours X .50 FTE) of leave each month and have their balances reduced in 2 and 4 hour increments only.

Example: An employee that is working four 8-hour days per week (.80 FTE) would earn 12.80 (16 hours X .80 FTE) hours of leave each month and have their balance reduced in 4 and 8 hour increments only.

Example: An employee that is working five 6-hour days per week (.75 FTE) would earn 12 hours (16 hours X .75 FTE = 12 hours) of leave each month and have their balance reduced in 3 and 6 hour increments only.
Flexible Work Schedules

- Employees working on a flexible or variable work schedule
  - Convert sick and annual leave from days to hours.
    - Full-time Faculty on a flexible work schedule will accrual 16 hours (2 days) of leave per month.
  - Track use of sick and paid time off by hours.
  - Exempt staff are charged sick and annual leave in a minimum of ½ day increments.

*Example:* An employee that is working four 10-hour days per week (1.0 FTE) would earn 16 hours of leave each month and have their balances reduced in 5 and 10 hour increments.
**Part-Time or Alternative Work Schedules**

Example of leave reduction for Faculty on a part-time, flexible or alternative work schedule:

<table>
<thead>
<tr>
<th>Day of Week</th>
<th>Hours Worked</th>
<th>Leave Reduction Half and Full Day Reduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>7</td>
<td>3 ½ or 7</td>
</tr>
<tr>
<td>Tuesday</td>
<td>6</td>
<td>3 or 6</td>
</tr>
<tr>
<td>Wednesday</td>
<td>8</td>
<td>4 or 8</td>
</tr>
<tr>
<td>Thursday</td>
<td>5</td>
<td>2 ½ or 5</td>
</tr>
<tr>
<td>Friday</td>
<td>4</td>
<td>2 or 4</td>
</tr>
</tbody>
</table>
“B” Contract Guidelines

- The "B" contract is the basic contract for teaching and research faculty and is for service during the academic year. It assumes that the faculty member is actively engaged in assigned activities during the academic year (August through May).

- Holidays are observed (non-contract days) for academic “B” faculty.

- "B" contract faculty are only required to use leave (sick leave and FMLA) for the required “contract days”. See the “Overload Calendar” (http://www.unr.edu/hr/compensation/schedules.html) for list of contracted work days for ‘B’ Faculty.
“B” Faculty Contract Days

**SPRING 2012 SEMESTER**

<table>
<thead>
<tr>
<th>Month</th>
<th>Events</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>JANUARY</td>
<td>(Faculty Report/Tuesday, Jan. 17&lt;sup&gt;th&lt;/sup&gt;)</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>(Martin Luther King Day, Monday, Jan. 16&lt;sup&gt;th&lt;/sup&gt;; Classes begin/Monday, Jan. 23&lt;sup&gt;rd&lt;/sup&gt;)</td>
<td></td>
</tr>
<tr>
<td>FEBRUARY</td>
<td>(President’s Day, Monday, Feb. 20&lt;sup&gt;th&lt;/sup&gt;)</td>
<td>20</td>
</tr>
<tr>
<td>MARCH</td>
<td>(Spring Break/Saturday, Mar. 17&lt;sup&gt;th&lt;/sup&gt; - Sunday, Mar. 25&lt;sup&gt;th&lt;/sup&gt;)</td>
<td>17</td>
</tr>
<tr>
<td>APRIL</td>
<td></td>
<td>21</td>
</tr>
<tr>
<td>MAY</td>
<td>(Semester Ends/May 21&lt;sup&gt;st&lt;/sup&gt;, Monday after Commencement)</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>(Classes End/Wednesday, May 16&lt;sup&gt;th&lt;/sup&gt;)</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL SPRING WORKING DAYS:** 84

See “Overload Calendar” [http://www.unr.edu/hr/compensation/schedules.html](http://www.unr.edu/hr/compensation/schedules.html)
Transfer of Accrued Leave

- Transfer between appointment types

  - **Classified** staff who transfer from a classified position to a faculty position may request to transfer all or a portion of their accrued unused annual leave to the faculty appointment. The decision on whether the unused annual leave transfers is up to the department in which the new faculty appointment resides and will depend on whether the funding source is the same as the Classified position.

  - **Faculty** that transfer from one faculty position to another may not transfer any earned annual leave to another university position supported from a different source of funds. The transfer of annual leave is subject to the approval of the department in which the new faculty appointment resides and depends on whether the funding source is the same as the prior faculty position. A faculty member transferring from another NSHE institution in a position that earns annual and sick leave may not transfer any earned leave to a UNR position supported from a different source of funds without the approval of the department to which they are transferring.
Faculty on an “A” contract appointment who resign or retire shall be entitled to be paid for unused accumulated annual leave up to a maximum of 48 days, unless the supervisor or other appropriate administrative officer directs the employee, in writing, to use all or a portion of the accumulated leave prior to the final date of employment.

No payment for unused sick leave at termination.
FMLA General Guidelines

- Covered employers must grant an eligible employee up to a total of 12 workweeks of unpaid leave during any 12-month period for one or more of the following reasons:
  - For the birth and care of the newborn child of the employee;
  - For placement with the employee of a son or daughter for adoption or foster care;
  - To care for an immediate family member (spouse, child, or parent -- but not a parent "in-law") with a serious health condition; or
  - To take medical leave when the employee is unable to work because of a serious health condition.

- Military Family Leave Entitlements
  - Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
  - FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.
FMLA Eligibility

- Employees are eligible if they have worked for their employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

- An employer is required to maintain an employee's health coverage during the leave period on the same basis as coverage would have been provided if the employee had been continuously working during the FMLA leave. Once the leave period is concluded, the employee must be reinstated to the same or an equivalent job.

- For purposes of the Family and Medical Leave Act, the State of Nevada is considered a single employer.
FMLA – More Information

- Attend “FMLA & the Department”
  - April 26, 2012 9:30 – 11:00
Forms

- Leave Request
- Faculty & Post Doc. *automated* Attendance Leave Record Forms
- FMLA - Request for Leave of Absence
- FMLA - Certification of Health Care Provider (employee & family)

http://www.unr.edu/hr/forms/forms.aspx
Resources

- Benefits Web site [www.unr.edu/hr/](http://www.unr.edu/hr/)
- University Administrative Manual
  - [http://www.unr.edu/business_finance/forms/uam.pdf](http://www.unr.edu/business_finance/forms/uam.pdf)
  - Faculty Annual Leave, Section 2670
  - Faculty Sick Leave, Section 2673
- UNR HR
  - Michelle Kelley, Benefits Manager, 784-1496
  - Kim Beers, Director, HR Systems (leave payouts), 682-6113