

## II 2.40—POLICY ON ANNUAL LEAVE FOR FACULTY

---

(Approved by the Board of Regents, January 11, 1990; Amended December 9, 1994; Amended February 9, 2001; Amended June 16, 2017)

- I. FACULTY WITH CONTRACTS OF LESS THAN TWELVE MONTHS
  - A. A faculty member serving on an academic year contract of less than ten months is not entitled to paid annual leave.
  - B. A full time faculty member serving on a ten month academic year contract is entitled to fifteen calendar days of paid annual leave which shall be the last fifteen days of the ten month contract period, unless otherwise designated at the time of appointment. Such paid annual leave time may not be carried forward into the next fiscal year.
  - C. A part time faculty member appointed on at least a 50% of full time basis and serving on a ten month academic year contract is entitled to annual leave on a pro rata basis. Such leave shall be taken as the final days of the ten month contract period, unless otherwise designated at the time of appointment. Such paid annual leave may not be carried forward into the next fiscal year.
  
- II. FACULTY WITH TWELVE MONTH (FISCAL YEAR) CONTRACTS
  - A. A full time faculty member serving on a fiscal year contract shall earn twenty two (22) days of paid annual leave and three (3) days of personal leave per calendar year. Beginning with the twenty first year of employment, a full time faculty member serving on a fiscal year contract shall earn twenty five (25) days of paid annual leave and three (3) days of paid personal leave per calendar year.
  - B. A part time faculty member appointed on at least a 50% of full time basis and serving on a fiscal year contract shall earn, use, accrue, and be eligible for payment of annual and personal leave, on a pro rata basis, on the same terms available to full time fiscal year faculty members.
  - C. The time taken as paid annual leave shall have the concurrence of the supervisor.
  - D. Annual leave may be accumulated, but only a maximum of fifty (50) work days may be carried forward into a new calendar year.
  - E. At the end of each calendar year, a supervisor may, through appropriate channels, recommend to the institution's Chief Executive Officer or designee that a fiscal year faculty member be paid for days of annual leave lost because of the denial of an annual leave request. The supervisor's recommendation for payment for lost annual leave shall be accompanied by a written explanation of why the lost annual leave was not taken at

