



# Faculty Assignment and Vacation Leave Policy

## Major Topics

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[Faculty Assignment Periods](#)

[Prorated Vacation Credit and Terminal Vacation Pay](#)

## I. Introduction

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This regulation establishes University policy on faculty assignment periods, interim assignments, and vacation leave. It also establishes the method for proration of salary and vacation leave for faculty whose employment terminates prior to the end of an assignment period or begins after the start of a fiscal year.

## II. Faculty Assignment Periods

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A faculty assignment period is the period of time when a faculty employee shall be available for participation in University-related academic activities, i.e. instruction, research and other creative activity, and service. Regular faculty assignments shall be on nine-month (academic year), ten-month, eleven-month, and twelve-month bases within a fiscal year (July 1 – June 30). Faculty assignments shall be administered in a manner approved by the Provost.

### A. Nine-month Assignment

#### 1. Assignment Period

The assignment period for faculty on a nine-month assignment is from August 16 through May 15. There is no entitlement to vacation leave for faculty on a nine-month assignment.

#### 2. Salary Proration

One-ninth of annual salary is considered to be earned for each full month of service during the assignment period. A faculty employee whose employment terminates prior to May 15 shall have earned one-ninth of annual salary for each full month of completed service. If termination of employment occurs at a time other than month-end, the salary for that month shall be prorated on a basis of calendar days. If earned salary is less than the amount which has been paid to the faculty employee at the time of termination of employment, the faculty employee shall be required to reimburse the University for the difference.

#### 3. Assignment During Interim Period

Faculty employees on a nine-month assignment may be permitted to engage in University employment during an interim between regular assignment periods to a maximum extent of three months or sixty-six (66) working days per year. Daily or monthly compensation for full-time University employment during such an interim shall not exceed 1/195 or 1/9, respectively, of an individual's regular nine-month assignment period salary for the fiscal year in which the activity occurs.

## B. Ten-month Assignment

### 1. Assignment Period

The assignment period for faculty on a ten-month assignment is from August 1 through May 31.

### 2. Salary Proration

One-tenth of annual salary is considered to be earned for each full month of service during the assignment period. A faculty employee whose employment terminates prior to the end of the assignment period shall have earned one-tenth of annual salary for each full month of completed service. If termination of employment occurs at a time other than month-end, the faculty employee's salary for that month shall be prorated on the basis of calendar days. Taking into account Section III concerning vacation leave, if earned salary is less than the amount which has been paid to the faculty employee at the time of termination of employment, the faculty member shall be required to reimburse the University for the difference.

### 3. Assignment During Interim Period

Faculty employees on a regular ten-month assignment may be permitted to engage in University employment during an interim between regular assignment periods to a maximum extent of two months or forty-four (44) working days per year. Daily or monthly compensation for full-time University employment during such an interim shall not exceed 1/217 or 1/10, respectively, of an individual's regular ten-month assignment period salary for the fiscal year in which the activity occurs.

### 4. Vacation Leave

All full-time faculty employees on a ten-month assignment shall be entitled to twenty-two (22) working days of vacation leave with pay per assignment period. The twenty-two (22) days of vacation leave shall be credited annually to the faculty employee on the first day of the new fiscal year. With prior administrative approval, faculty employees may take vacation leave during the period in which they are eligible to take such leave. However, faculty with instructional responsibilities, which typically include responsibilities for advising and graduate supervision, shall be available to fulfill those instructional duties at least until after Commencement and until all reports have been made, and at least five (5) working days prior to the first day of class each semester, unless for special reasons leave is approved. Vacation leave, if used, shall be taken in the assignment period in which it is credited, or the vacation leave shall be forfeited. Exceptions shall only be granted in accordance with section VI, below.

## C. Eleven-month Assignment

### 1. Assignment Period

The assignment period for faculty on an eleven-month assignment is from August 1 through June 30.

### 2. Salary Proration

One-eleventh of annual salary is considered to be earned for each full month of service during an

assignment period. A faculty employee whose employment terminates prior to the end of an assignment period shall have earned one-eleventh of annual salary for each full month of completed service. If termination of employment occurs at a time other than month-end, the faculty employee's salary for that month shall be prorated on the basis of calendar days. Taking into account Section III concerning vacation leave, if earned salary is less than the amount which has been paid to the faculty member at the time of termination of employment, the faculty member shall be required to reimburse the University for the difference.

3. Assignment During Interim Period

Faculty employed on a regular eleven-month assignment basis may be permitted to engage in University employment during an interim between regular assignment periods to a maximum extent of one month or twenty-two (22) working days per year. Daily or monthly compensation for full-time University employment during such an interim shall not exceed 1/238 or 1/11, respectively, of an individual's regular eleven-month assignment period salary for the fiscal year in which the activity occurs.

4. Vacation Leave

All full-time faculty employees on an eleven-month assignment shall be entitled to twenty-two (22) working days of vacation leave with pay per assignment period. The twenty-two days of vacation leave shall be credited annually to the faculty employee on the first day of the new fiscal year. With prior administrative approval, faculty employees may take vacation leave during the period in which they are eligible to take such leave. However, faculty with instructional responsibilities, which typically include responsibilities for advising and graduate supervision, shall be available to fulfill those instructional duties at least until after Commencement and until all reports have been made, and at least five (5) working days prior to the first day of class each semester, unless for special reasons leave is approved. Vacation leave, if used, shall be taken in the assignment period in which it is credited, or the vacation leave shall be forfeited. Exceptions shall only be granted in accordance with section VI, below.

D. Twelve-month Assignment

1. Assignment period

The assignment period for faculty on a twelve-month assignment is from July 1 through June 30.

2. Salary Proration

One-twelfth of annual salary is considered to be earned for each full month of service during this assignment period. A faculty employee whose employment terminates prior to June 30 shall have earned one-twelfth of annual salary for each full month of completed service. If termination of employment occurs at a time other than month-end, the faculty employee's salary for that month shall be prorated on the basis of calendar days. Taking into account Section III concerning vacation leave, if earned salary is less than the amount which has been paid to the faculty member at the time of termination of employment, the faculty member shall be required to reimburse the University for the difference.

3. Vacation Leave

All full-time faculty employees on a twelve-month assignment shall be entitled to twenty-two (22) working days of vacation leave with pay per assignment period. The twenty-two days of vacation leave shall be credited annually to the faculty employee on the first day of the new fiscal year. With prior administrative approval, faculty employees may take vacation leave during the period in which they are eligible to take such leave. However, faculty with instructional responsibilities, which

typically include responsibilities for advising and graduate supervision, shall be available to fulfill those instructional duties at least until after Commencement and until all reports have been made, and at least five (5) working days prior to the first day of class for the fall semester, unless for special reasons leave is approved. Vacation leave, if used, shall be taken in the assignment period in which it is credited, or the vacation leave shall be forfeited. Exceptions shall only be granted in accordance with section VI, below.

### III. Prorated Vacation Credit and Terminal Vacation Pay

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- A. For purposes of determining prorated first-year vacation credit for a faculty employee whose first-year assignment begins after the start of a fiscal year, or for purposes of determining terminal vacation pay for a faculty employee who separates his or her employment from the University, vacation days are deemed to be earned per month during an assignment period. Terminal vacation pay per day of unused vacation leave shall be calculated as follows:

Type of Assignment Period	Vacation Days Earned Per Month During an Assignment Period	Terminal Vacation Pay Per Day of Unused Vacation Leave in an Assignment Period (APS = Assignment Period Salary)
Ten-Month	2.200	APS / 217
Eleven-Month	2.000	APS / 238
Twelve-Month	1.833	APS / 260

\* Vacation allowance earned for a period of less than one month shall be prorated on the basis of calendar days for that month.

- B. Faculty employees shall be paid for earned but unused vacation leave, up to a maximum of twenty-two (22) days, at the time of termination of employment. In reverse manner, faculty employees shall be required to reimburse the University for paid vacation leave used in excess of the amount earned at the time of termination of employment.

### IV. Assignment During Interim Periods

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Faculty employees on a nine-month, ten-month, or eleven-month assignment shall not engage in two or more University assignments during an interim between two regular assignment periods unless a request for such has been forwarded through proper administrative channels and approved in advance by the Provost. For any such request which is approved, an individual's total compensation from all types of University assignments during such an interim shall not exceed the maximum compensation permitted in the absence of summer session teaching.

### V. Temporary Faculty

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Temporary faculty employees on full time assignment are entitled to the same holiday leave granted to regular faculty employees; are not entitled to vacation leave; and are not entitled to compensation for unused holiday leave.

### VI. Exceptions

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- A. Any faculty employee who has unused vacation leave from fiscal year 2007-2008 may carry those vacation days forward into fiscal year 2008-2009. Thereafter, all vacation leave must be used within the fiscal year in which it is credited.
- B. When extraordinary business-related circumstances prevent a faculty employee from using his or her annual vacation leave, the faculty employee's chair may request permission to carry forward the unused vacation leave. A request shall be made in writing and requires the approval of the appropriate dean and the Provost. Final approval to carry forward unused vacation leave shall be granted by the Provost on a case-by-case basis. Circumstances warranting a decision to permit a faculty employee to carry over unused vacation leave must be related to work demands placed on the faculty member by his or her chair, the dean, or the institution and be clearly beyond those experienced in the normal course of employment.

## Revision History

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AR II-1.3-2: 1/2/1986, 11/11/1988; AR II-1.1-7: 1/2/1986, 10/27/1994; AR 3-6: 7/1/2008

For questions, contact: [Office of Legal Counsel](#)