

Dear Faculty,

We would like to bring to your attention to the university's policy regarding the approval and scheduling of floating holidays for faculty. Approving floating holidays for faculty is the responsibility of deans as supervisors of the faculty with support from chairs. The university is obliged to provide students with the classroom instruction for which they registered. Therefore, faculty should plan their floating holiday for a contract day that does not conflict with scheduled classroom instruction. If a faculty member's teaching schedule precludes such scheduling, instructional hours that are missed due to an approved floating holiday should be made up through alternate instruction appropriate to the discipline (guest lecture, self-guided activity, etc). This alternative requires approval by the chair prior to the start of the term and advance notice provided for students in the course syllabus at the start of the term.

Chairs will provide a floating holiday report to Deans at the start of each semester.

This aligns with the following sections of the CBA.

6.200

Aspects of effective instruction include teaching classes in accordance with official descriptions and meeting classes in accordance with published schedules at on-campus locations.

2.100

Every day of the term of an academic or fiscal year contract is a regular day of employment except those for which there is legislative, regential, or employer authorization to be absent from University employment (viz: holidays, leave with or without pay, annual leave, sabbatical, sick leave, and weekends when not assigned or required for performance of the regular employment obligation).

-Office of the Provost