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# Vacation, Holidays, Semester Banking, Summer Compensation

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## 6.1.1. Sick Leave

The policy of the University is to grant sick leave. For full-time faculty members on academic year appointments, the administration of this policy varies with the circumstances of the individual case. Factors considered in making the determination are: (a) length of service, (b) necessity for replacement, (c) quality of past service and potential future with the University. Individuals on 12-month appointments should consult University Personnel Policies and Procedures. By state and federal law, full-time faculty are entitled to maternity or paternity leave. These benefits are outlined in the Appendices.

## 6.1.2. Court Leave

Court leave shall be approved immediately upon submission by the employee to the department head of an authentic summons, subpoena or notice to appear as a witness in state or federal court or to serve on jury duty. Should the employee's absence create undue hardships in the academic unit of employment, the employee may wish to respond with a letter requesting that he or she be excused until a later time (stating the hardships that would be caused by an extended absence). Should such a letter not be accepted, then the academic unit must make arrangements to cover for the employee during the period of absence.

## 6.2.1. Records

Official leave records are maintained for all regular full-time personnel and all regular part-time personnel other than faculty employed on academic year appointments. The deans, directors and department heads are charged with ensuring that these records are maintained in each department. Upon termination or at the end of each calendar year, after proper balances have been transferred to new cards for the succeeding year, the leave form for all staff and faculty employed on regular twelve-month appointments must be forwarded to the appropriate personnel office for review and retention.

## 6.3.1. Annual Vacations, Nine-Month Appointees

All faculty members regularly employed on a nine-month basis are considered to be on vacation after the spring semester Commencement and all reports have been made, to a "reasonable period" prior to the beginning of the fall semester. A "reasonable period" normally should begin one week before the start of fall semester classes to give sufficient time to participate in scheduled faculty meetings, committee work, advising and other activity necessary for the satisfactory resumption of the work of the department in that semester. Exceptions will be made on an individual basis.

## 6.3.2. Designated Holidays

The following holidays are normally recognized by the University. Others may be declared from time to time.

- New Year's Day
- Martin Luther King's Birthday
- Friday before Easter
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas Day

When a recognized holiday falls on Saturday, it shall be observed on the preceding Friday. When a recognized holiday falls on Sunday, it shall be observed on the following Monday.

## 6.3.3. Summer Compensation

Extra compensation paid faculty on nine-month appointments for teaching during the summer months is calculated on the basis of 1/32 of the academic-year salary for each credit hour taught to a maximum of 25% of the academic-year salary. Appropriate percentages of full-time effort and remuneration may be arranged by the department head and dean.

#### **6.3.4. Semester Banking**

In case of faculty holding regular full-time academic year appointments, summer terms may be substituted for a semester in the academic year. Permission may be granted to substitute summer terms of teaching, or to "bank" such terms, toward extended periods of release from regular duties in other terms. The needs of many faculty upon occasion to devote large uninterrupted amounts of time to a single research or creative project without teaching or committee work and to spend time periodically in personal renewal and development are fundamental to every good university. Such periods are not considered leaves of absence since they represent substitution of one working period for another and do not entail any redirection of the normal duties of the faculty member. This arrangement is subject to the following conditions:

1. No pay can be authorized for service before it is performed; the summer terms must be served before the substitute semester. The duties performed during the summers in question must include the full range of duties performed during the regular semesters (advising, committee work, etc.).
2. The needs of the department or program will be a major consideration in evaluation of requests to make such substitutions.
3. The financial and educational resources of the department or unit must not be jeopardized in order to effect the substitution.