

FACULTY LEAVE PAY-OUT POLICIES

Sick-Leave Payout Policy (this policy not new and remains unchanged): Full-time faculty are eligible to earn up to 15 (fifteen) sick days per year. Upon retirement, faculty members with 10 or more years of state service are eligible to be paid one-fourth the value of the employee's verified unused sick leave credit. Payment will be based on the employee's rate of pay at the time of retirement. The maximum one-time payment shall be for no more than 30 days of unused sick leave.

Vacation Leave Payout Policy: Full-time administrative and/or 12-month faculty such as deans, chairs, directors, vice presidents, etc., may earn up to 22 days of vacation annually and are obligated to report vacation usage by submitting the Faculty Leave Report Form each month. Full-time administrative or 12 month contract faculty are eligible for up to 352 hours of vacation payout upon retirement or resignation from the University. Payment will be based on the employee's rate of pay at the time of retirement or resignation of employment. The maximum one-time payment shall be for no more than 44 days of unused vacation.

Note: Faculty on 9-month academic year contracts are not eligible to accrue vacation.

Amended December 2007