

## II-2.4 UMCES Policy on Annual Leave for Faculty

Approved by the President September 26, 2011, Revised with implementation of DHHS Fringe Benefit Rate Agreement dated October 9, 2012

### I. Policy

The purpose of this policy is to provide UMCES implementation and guidelines from the Board of Regents Policy II-2.40

### II. Faculty with contracts of less than twelve months

- A. UMCES does not currently appoint faculty on an academic year basis and therefore this section of BOR II 2.40 is not applicable to UMCES.

### III. 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 paid 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. A full-time faculty member may carry forward a maximum of fifty (50) annual leave days (400 hours) into a new calendar year.
- E. At the end of each calendar year, a supervisor may, through the Lab/Unit Director and the Director of Human Resources, recommend to the institution's vice President for Administration 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 another time during the calendar year. Payment is at the discretion of the chief executive officer or designee. It is also limited to unused annual leave that is in excess of the maximum accumulation and is lost by the employee at the end of the calendar year.

- F. A fiscal-year faculty member transferring from one University System of Maryland institution to another shall be entitled to carry into the new position all unused annual leave accumulated at the time of transfer. Fiscal-year faculty members leaving the University System of Maryland to take another State position who are not entitled to transfer accumulated leave and fiscal-year faculty members leaving State service shall be compensated for all unused annual leave accumulated up to the date of resignation.
- G. Unused paid personal leave days may not be carried forward into the next calendar year and are not eligible for compensation upon termination.