

## **J. ANNUAL LEAVE/FACULTY WITH ADMINISTRATIVE APPOINTMENT**

### **1. Annual Vacation**

The University recognizes the importance of rest and recreation as necessary for personnel and essential to their continued vitality and efficiency in carrying out their job assignments. Therefore, the University supports a policy of annual vacation for all EPA personnel paid by State and non-State funds. The following enunciated policy supports this belief and provides an official uniform procedure in awarding and keeping records of annual vacation.

#### **a. Twelve-Month Employees**

- (1)** Personnel with EPA Status, employed regularly on a twelve-month (12) basis, are entitled to annual vacation with pay as established by the EPA Non-Teaching Personnel Policies. 48
- (2)** EPA personnel on a twelve-month (12) basis may accumulate and carry forward from one calendar year to the next the number of vacation days earned in that year. At no time shall the accumulation exceed thirty (30) working days.
- (3)** Annual vacation for EPA employees on a twelve-month (12) basis whose first and/or final period of employment is fewer than twelve (12) months entitlement will be on a pro-rata basis for the period involved.
- (4)** Official University approved holidays are not charged against annual vacation.
- (5)** The EPA employee on a twelve-month (12) basis will arrange the particular time of his/her vacation with his/her immediate supervisor, and obtain the approval of the chief administrative officer of the unit (Vice Chancellor/Chancellor).
- (6)** Annual Leave Report Forms for EPA Personnel on a twelve-month (12) basis must be signed by the immediate supervisor and the chief administrative officer of the unit to which the employee reports. A copy of the Annual Leave Report Form must be filed with the Personnel Office of the University, with the chief administrator of the unit, and with the Vice Chancellor of Academic Affairs.

**b. Eleven-Month Employees**

Personnel with EPA status, employed regularly on an eleven-month (11) basis, are given a contract from July 1 through June 30. This requires the Chancellor to inform these employees of their vacation period each year based on the academic year and summer term sessions. There is a total of thirty (30) days involved. Employment on Federal Grant projects is permissible during this off-period, excluding a two (2) week period (fifteen days including weekends) when vacation must be taken unless otherwise authorized. This two-week vacation period will be at the choice of the faculty member and must be coordinated through the department chairperson, school/college dean, and the Vice Chancellor for Academic Affairs.

**2. Extended Leave of Absence**

Extended leave of absence for professional growth is granted to full-time tenured members of the faculty for the purpose of study, research, or other professional reasons. These leaves of absences must be approved by the department chairperson, school/college dean, and the Vice Chancellor for Academic Affairs.

**3. Jury Duty**

Faculty members who are serving jury duty should arrange for the teaching of their classes with the department chairperson.

**4. Personnel Leave**

Request for a leave of absence for personal reasons must be approved by the department chairperson and the school/college dean.