

# CHAPTER 3 – FACULTY LEAVE

**Sabbatical Leave for Faculty & Professional and/or Research Leave for Faculty Members**

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## Chapter 3 – Faculty Leave

### **SABBATICAL LEAVE FOR FACULTY & PROFESSIONAL AND/OR RESEARCH LEAVE FOR FACULTY MEMBERS ENGAGED EXCLUSIVELY OR PRIMARILY IN LIBRARY SERVICES ([BOR II-2.00-01](#))**

The President of Salisbury University may grant sabbatical and professional and/or research leaves to faculty members including library faculty. The primary purpose of such leave is to provide an opportunity for faculty members to conduct scholarly or creative work that helps implement the mission of the University and enhances their standing in their disciplines or professions. These leaves may include Fulbright fellowships and/or similar leaves.

At SU, scholarly work is defined by the Boyer Model of scholarship which categorizes scholarship in four areas: *discovery, integration, application, and teaching*. The first category, *discovery scholarship*, refers to increasing the knowledge base with new information. *Integration scholarship* relates (or integrates) the new knowledge into the academic realm. The third category of the Boyer model, *applied scholarship*, means demonstrating the application of the new knowledge to and engagement with the world at large. Finally, *the scholarship of teaching* is devoted to furthering student learning within the specific discipline.

All four areas of scholarship serve Salisbury University's mission in important ways. In particular, the traditional and continuing strength of SU's teaching depends on faculty willing and able to devote themselves to the scholarship of teaching. Sabbatical projects devoted to all four areas of scholarship--discovery, integration, application, *and* teaching--are valued at Salisbury University.

#### **Guidelines**

1. To be eligible for sabbatical or professional and/or research leave, a full-time faculty member must be tenured as a full professor, associate professor or assistant professor or have permanent status as a Librarian II, Librarian III, or Librarian IV. He or she must also have at least six academic years of service since either returning from the most recent sabbatical or beginning service as a full-time SU faculty member. A part-time faculty member must also be tenured or have permanent status as Librarian II, Librarian III, or Librarian IV and have completed six or more years of at least half-time service. (Unpaid leaves of absence will not be regarded as service for the purposes of determining sabbatical or professional and/or research leave eligibility.) In exceptional circumstances approved by the President, a faculty member at the rank of instructor who is tenured and has completed at least six years of service may be recommended as eligible for sabbatical leave.
2. Sabbatical and professional and or/ research leave decisions must be made in the economic reality of a given year, but it is important that individual faculty have equitable opportunity for leave and that the multifaceted mission of SU be reflected in sabbatical priorities. For these reasons, the following considerations are recognized in sabbatical funding decisions:
  - a. First leaves are valued as an important means of faculty development. First-time applicants generally receive priority.
  - b. For subsequent leave requests, successful earlier sabbatical projects are valued and considered.
  - c. A leave that has been deferred due to service to the University (e.g., to teach critical courses or to serve as department chair) has priority.
  - d. Leave requests for faculty to prepare to take on a new role in the department such as developing a new area of study or new course are valued.
  - e. Sabbaticals and professional and or/ research leaves that are especially designed to further the University mission in serving the wider community or academia (e.g., working with a non-profit organization, an educational organization or an academic association) are also valued.
3. Full-time faculty members applying for sabbatical or professional and/or research leave must agree as a precondition to receiving such leave to return promptly to the University at the termination of the leave and to

serve on a normal basis for at least one academic year. Library faculty must agree to return to the University on his or her normal basis for at least one full annual contract period. The same conditions apply to part-time faculty; however, part-time library faculty must agree to return to the University for the equivalent of one year of full-time service.

4. Ordinarily, sabbatical and professional and/or research leaves will be granted for a period equal to one-half of the recipient's annual contract term at normal compensation, or for the full annual contract term at one-half normal compensation for both full- and part-time faculty. Library faculty can apply for summer leave which will be compensated for a thirteen week period in the summer equal to one-fourth of the recipient's annual contract term at normal compensation for both full and part-time library faculty (see Sabbatical or Professional and/or Research Leave Table at the end of this policy ). All faculty members who are considering a sabbatical leave for the full annual contract term, at one-half normal compensation, should contact Human Resources regarding the impact this may have on their retirement program.
5. During the period of sabbatical or professional and/or research leave, the recipient will be permitted, with the approval of the President or designee, to accept, in addition to the compensation received from the University, such grants, awards, contracts, fellowships or other compensation or stipends as may be related to the approved sabbatical leave project. The recipient may also accept compensation for consulting services rendered during the sabbatical leave, provided that such services do not exceed those allowed by the University System of Maryland Policy on Professional Commitment of Faculty and **Salisbury University's Policy on the Conflict of Commitment/Interest**, and that they do not interfere with the approved sabbatical or professional and/or research leave project.
6. All benefits and privileges of faculty members who are on sabbatical or professional and/or research leave will continue during the period of the leave. These include, for example, employee benefits, merit increases, and opportunities for promotion.

#### ***Procedure***

1. The procedures for applying for sabbatical or professional and/or research leave are the same for all faculty. All faculty applying for sabbatical or professional and/or research leave obtain two forms from the Faculty Handbook: the Sabbatical Form Part A-Application and Sabbatical Leave Form Part B-Final Report that appear in **Appendix G**. Faculty members initiate their applications by completing Part A. They retain Part B for submission within six months following sabbatical or professional and/or research leave.
2. Completed applications (Part A) are submitted to the applicant's department chair/immediate supervisor two semesters in advance of the proposed leaves. The deadline is **August 1** for fall sabbatical leaves and **March 15** for spring sabbatical leaves. For example, the deadline for a fall 2019 sabbatical would be August 1, 2018 and the deadline for a spring 2020 sabbatical would be March 15, 2019. Procedures for library faculty applying for summer leave are the same as those for half-year and full-year applications. Summer professional leave requests follow the fall submission schedule, but commence after graduation. Department chairs/immediate supervisors recommend or do not recommend sabbatical or professional and/or research leave applications. (In the event that the applicant is a department chair/immediate supervisor, the dean of the school or college will make a recommendation about the sabbatical application.) If a sabbatical application receives a recommendation from the department chair/immediate supervisor, it is forwarded to the dean of the school/college who then recommends or does not recommend the sabbatical leave application. Recommended fall sabbatical leave applications that have been received by the chairs by **August 1** are forwarded to the dean by September 1 and to the Provost by October 1, and recommended spring sabbatical leave applications that have been received by the chairs by **March 15** are forwarded to the dean by April 15 and to the Provost by **May 1**.
3. Applications for sabbatical or professional and/or research leave are recommended or not recommended or recommended for resubmission by the Provost and approved or disapproved by the President of the University by **January 31** for fall sabbatical leaves and **August 31** for spring sabbatical leaves. The President of the University then notifies applicants, their department chairs/immediate supervisors, and their deans. The Provost may recommend an application for resubmission when the number of applications results in worthy sabbatical applications being denied. These applicants should be encouraged to apply again.
4. A faculty member on sabbatical may not perform any SU duties during the sabbatical including teaching, serving on or chairing committees, or completing assigned administrative tasks except in the case of a critical

need for the department. Approval to perform any such tasks must be provided by the department chair/immediate supervisor and the dean. However, such service will not negate any obligation with regard to completing the sabbatical project or returning to campus at the end of the sabbatical.

5. When faculty have completed a sabbatical or professional and/or research leave, they submit the completed original of Sabbatical Leave Form Part B-Final Report to their department chair/immediate supervisor who signs it acknowledging its receipt and forwards it to the dean of the school/college. The dean signs and forwards it to the Provost. The Provost sends the document to the President for its final signature. Completed Sabbatical Leave Forms Part B must be received by the Provost by **October 15** for spring sabbaticals and **March 15** for fall sabbaticals.
6. Once a sabbatical or professional and/or research leave is approved by the President any subsequent substantive change to the project or its funding plan, if applicable, must be approved by the department chair/school director, dean, and Provost.

**Sabbatical or Professional and/or Research Leave Table**

<b>Position</b>	<b>Fall Semester</b>	<b>Spring Semester</b>	<b>Summer Professional Leave (see footnote 14) Only Library Faculty</b>
10-month Faculty	August 15-January 15	January 15-June 15	
12-month Faculty	July 1-December 31	January 1-June 30	
Library Faculty	July 1-December 31	January 1-June 30	Commencement to August

Human Resources, revised 8/11/2000  
 Faculty Senate, revisions approved 3/2002  
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**TRANSITIONAL TERMINAL LEAVE (BOR II 2.10)**

Transitional terminal leave is defined as a leave of absence with pay extending over a period that terminates on the effective date of a faculty member’s separation from employment with Salisbury University (the “University”). Under special circumstances, transitional terminal leave may be granted by the President of the University. The President has the discretion to grant transitional terminal leave to a faculty member upon application by a faculty member and with the consent of the faculty member. The procedures below reflect the University System of Maryland Board of Regents Policy II-2.10 on Transitional Terminal Leave for Faculty (“Policy”). The Policy contains additional terms that should be consulted by faculty members requesting transitional terminal leave.

**Procedures for Transitional Terminal Leave**

1. Eligibility: Tenured faculty members, which include library faculty, are eligible for transitional terminal leave.

2. Request for Transitional Terminal Leave: A faculty member seeking transitional terminal leave shall submit a request, in writing, to the Department Chair ("Chair") or Supervisor. The request must specify whether the faculty member is seeking one semester, one academic year, or two years of transitional terminal leave. If the faculty member has a joint appointment that is funded by more than one department or unit, the request must be filed with the Chair/Supervisor of each department or unit.
3. Review by Chair/Supervisor: The Chair/Supervisor shall review the request and provide a recommendation to their Dean who, if approves, forwards to the Provost with her/his endorsement. The recommendation of the Chair/Supervisor will include:
  - a. a determination of support or non-support of the faculty member's request for transitional terminal leave;
  - b. the length of the transitional terminal leave period, which shall be for either one semester, one academic year, or two academic years; and
  - c. a description of the duties the faculty member will perform during the transitional terminal leave period. Over the entire transitional terminal leave period, the faculty member's duties must represent at least 25% of the effort or workload that the faculty member normally performed during the prior 36 month period (or as otherwise deemed by the Internal Revenue Service to constitute full-time employment).
4. Approval by Chair/Supervisor: If the Chair/Supervisor and the faculty member agree to the transitional terminal leave period and the planned duties, the Chair/Supervisor shall submit a short memorandum of support to the appropriate Dean. If the appropriate Dean agrees to the plan for transitional terminal leave, the Dean shall submit a short letter of support and the Chair's/Supervisor's memorandum of support to the Provost.
5. Transitional Terminal Leave for Joint Appointments: If the faculty member has a joint appointment that is funded by more than one department or unit, the faculty member must consult with the Chair/supervisor of each unit, and both must submit memoranda of support to the appropriate Deans. If the appropriate Deans agree to the plan for transitional terminal leave, the Deans shall each submit a short letter of support along with the Chairs'/supervisors' memoranda of support to the Provost.
6. Approval by Provost: The Provost shall determine whether to approve the recommendation of the Dean(s) and make a recommendation to the President regarding approval/non-approval. If approved by the President, the Provost shall prepare a Transitional Terminal Leave Agreement ("Agreement"), which must include a waiver by the faculty member of all claims arising out of their employment, other than those specified in BOR Policy II-2.20, and also must contain a waiver of all claims to employment at the University subsequent to the transitional terminal leave period.
7. Acceptance by Faculty Member: A faculty member who accepts the terms of the Agreement shall sign and return it to the Provost, who shall forward it to the President for signature. The faculty member will receive a copy of the fully executed Agreement.
8. Payment for Transitional Terminal Leave: If transitional terminal leave is awarded, payment for such leave shall be as follows:
  - a. For twelve month faculty, up to full pay for a period not to exceed twelve months, or with half pay for a period not to exceed twenty four months; or
  - b. For nine- and ten month faculty, up to full pay for a full academic year, or with up to half pay for two full academic years.
  - c. For faculty member employed on a part-time basis during the academic year preceding the leave, "full pay" means the full rate of pay earned for such part-time service, and half pay means half of the rate of pay earned for such service.
9. Deadlines for Requesting Leave: Unless an exception is approved by the Provost, the deadline for submitting a request for transitional terminal leave for a full academic year or for the fall semester is January 15 in the semester prior to the start of the requested leave. The deadline for submitting a request for transitional terminal leave for the spring semester is August 15 of the semester prior to the start of the requested leave.

10. Status of Faculty Member While on Leave: A faculty member on transitional terminal leave shall:
  - a. Remain an employee of the University, subject to all policies of the University and the Board of Regents;
  - b. Receive a salary up to that which would have been accorded the faculty member had they remained at the University, as described in Section 8 above;
  - c. Retain eligibility for all benefits normally associated with full-time or part-time employment (as applicable), with the exception of annual leave.
  - d. Be required to perform only those duties described in the Agreement.
11. Required Documentation of Duties: During the transitional terminal leave period, the faculty member must document the amount of time worked and the duties performed, as well as produce any work product required by the Agreement. The faculty member's Chair/Supervisor is responsible for reviewing and approving the documentation of time spent and the submission of work product of the faculty member and placing such documentation in the faculty member's departmental file.
12. Duties Not Performed During Transitional Terminal Leave: Consistent with IRS requirements, if a faculty member does not meet the service requirement described in Section 3(c) above:
  - a. The duration of the faculty member's fully paid transitional terminal leave will be limited to a period of time within 2.5 months of the end of the calendar year in which the faculty member and the University entered into the transitional leave agreement, using normal applicable payroll schedules; and
  - b. The level of compensation shall be set forth as in Section 8; and
  - c. The faculty member's active employment will cease effective on the beginning date of the transitional terminal leave period, as will eligibility for all benefits normally associated with employment.

## **LEAVE WITHOUT PAY FOR FACULTY ([BOR II-2.20](#))**

A leave of absence without pay, for purposes of study, to serve as an exchange faculty member, or for other purposes, may be granted to a faculty member who has been on active, full-time service with the university/college for a period of at least three years. The President or her/his designee may modify the three-year requirement in unusual circumstances.

1. The faculty member applying for a leave of absence without pay must submit, at least six months prior to the start of the proposed leave period, a formal written request to the President of the University, setting forth clearly the reasons for the proposed absence.
2. Leave of absence without pay generally shall not exceed a period of one year.
3. The Maryland State Retirement System provides that a faculty member on leave of absence without pay loses time of service to the State, except for a faculty member on leave without pay for military service. The faculty member on leave of absence without pay, in order not to lose service to the State, may pay directly to the Retirement System, in a lump sum, the retirement contribution, with interest, upon return from leave.
4. If the time of leave is to be credited to the accrual of the faculty member's requirements for tenure, it should only be done with the approval of the President or her/his designee.
5. Other privileges, benefits and opportunities of a faculty member on leave of absence without pay, shall be granted only upon recommendation of the President.

See BOR Policy II 2.20

## **SICK LEAVE FOR FACULTY MEMBERS ([BOR II-2.30](#))**

(Approved by the Board of Regents November 30, 1989; amended June 21, 2013; amended February 14, 2014)

In the matter of accident leave and creditable and non-creditable sick leave for faculty, Salisbury University operates under **BOR II - 2.30 UNIVERSITY SYSTEM OF MARYLAND POLICY ON SICK LEAVE FOR FACULTY MEMBERS**. For complete details of this policy, go to: <https://www.usmd.edu/regents/bylaws/SectionII/II230.html>.

## **PARENTAL LEAVE ([BOR II-2.25](#))** See link below.

In order to support faculty with families, the University supports parental leave for new parents and the provision of lactation facilities. The [USM BOR policy II.2.25](#) describes the parental leave policy.

**This policy was added to the Faculty Handbook on 7-19-18  
Approved by the BOR on 6-22-12; Amended on 4-20-18 and 6-21-19**

## **FAMILY AND MEDICAL LEAVE FOR FACULTY ([BOR II-2.31](#))**

In the matter of family and medical leave for faculty, Salisbury University operates under **BOR II - 2.31 UNIVERSITY SYSTEM OF MARYLAND POLICY ON FAMILY AND MEDICAL LEAVE FOR FACULTY**. Full details of this policy can be found at <https://www.usmd.edu/regents/bylaws/SectionII/II231.html>.

## **ACCIDENT LEAVE FOR FACULTY ([BOR II-2.32](#))**

### **PURPOSE AND SCOPE**

This policy governs Accident Leave for Faculty in compliance with state workers compensation law (Ann. Code of Maryland § 9-701 – 9-705). It applies to all Regular status faculty holding leave-eligible appointments who experience a work-related injury that is compensable under the Maryland Workers' Compensation Act.

### **II. DEFINITIONS**

Accidental Injury– a work-related personal injury that would be compensable according to the Maryland Workers' Compensation Act.

Average Weekly Wage – the average of the employee's weekly wage for the 14 weeks immediately prior to the accident.

Temporary Total Disability (TTD) Benefits - monetary compensation for time lost from work due to work-related accidents for employees (a) not eligible for accident leave or (b) when eligibility for accident leave has expired. TTD is paid by the Workers Compensation insurer (IWIF (Chesapeake)), not the University, and must be requested by the employee.

### **III. APPLICABILITY**

- A. Only leave-eligible faculty in Regular status who work 50% FTE or more shall be eligible for accident leave.
- B. Accident leave will be provided if:

1. The accident is determined to be compensable according to the Maryland Workers' Compensation Act, and
  2. A physician examines the faculty member and certifies that the faculty member is disabled because of the injury.
- C. A faculty member receiving work-related accident leave shall continue to accrue leave and other benefits based on pay status and shall not be denied health care benefits with the subsidy allowed by the state solely because of the use of accident leave. II-2.32 – 1 **USM Bylaws, Policies and Procedures of the Board of Regents**

#### **IV. ACCIDENT LEAVE BENEFITS**

- A. Accident Leave is leave paid at two-thirds (2/3) of the faculty member's regular salary, but is exempt from federal and state taxes.
- B. Medical and Hospital Expenses

Medical and hospital expenses may be paid on behalf of an injured employee according to the Workers' Compensation Act.

#### **V. ADMINISTRATION**

- A. Reporting of Injury

1. Employee's First Report of Injury

The injured faculty member or someone on the faculty member's behalf shall provide the following to the faculty member's supervisor or the institution's designated office:

- a. oral or written notice immediately after the injury occurs; and
  - b. within 3 working days after the injury occurs, a physician's written certification that the faculty member is disabled by the injury.
2. Supervisor's Report Upon having knowledge of a faculty member's injury, the supervisor of the injured faculty member shall immediately notify the institution's designated office and forward to that office within 2 days following the injury a Supervisor's Report of Employee's Injury.
  3. Institution Reports

The designated office, upon receipt of the supervisor's report, shall:

1. file an Employer's First Report of Injury with the Injured Workers' Insurance Fund (IWIF) (changing to Chesapeake Employers Insurance Company (Chesapeake) eff. 10/1/2013);
2. inform the injured faculty member or someone on the faculty member's behalf of the employee's right to file a claim with the Workers' Compensation Commission; and;
3. determine if the injury would likely be compensable under the worker's compensation statute.

- B. Medical Evaluation

The IWIF (Chesapeake) or the institution, or both, may refer an injured faculty member to a physician for periodic examination to determine the nature and extent of the injury, the faculty member's progress toward recovery, the length of

time necessary for recovery, and an estimated date of return to work. An institution referring a faculty member to a physician shall file with IWIF (Chesapeake) a report stating the circumstances of referral and the physician's prognosis.

#### C. Use of Leave Other than Accident Leave

Prior to receipt of a determination of compensability from IWIF (Chesapeake), a faculty member must be placed on accident leave and the institution may not approve use of other leave unless there is a reasonable basis for believing that the injury is non-compensable. If the injury is believed to be non-compensable, the institution may place the faculty member on sick, annual or other available leave prior to receipt of a determination by IWIF (or Chesapeake).

### **VI. DURATION OF LEAVE**

#### A. Period of Accident Leave

Having made the determination that the injury would likely be compensable under the Workers' Compensation statute, the institution shall grant Accident Leave to a faculty member beginning on the first day of absence from work because of the disability. Accident Leave shall be terminated on the earlier of:

1. The date that the faculty member is able to return to his/her official duties, or modified duties designated by the institution, as certified in writing by a physician; or
2. Six months from the original date of disability.

#### B. Leave for Continuing Treatment

If the faculty member returns to his/her official duties, or modified duties designated by the institution, prior to six months following the date of the disability, Accident Leave may be granted for continuing treatment of the original injury, as certified in writing by a physician selected or accepted by the institution, for a period up to six months from the original date of disability.

#### C. Additional Six-Month Leave

Accident leave may be granted for up to an additional six months if a physician selected or accepted by the institution certifies that the employee continues to be disabled **and** no decision has been reached by the Workers Compensation Commission on the employee's claim. When a faculty member continues to use accident leave beyond a six month period, the timekeeper shall record the accident leave as Accident Leave With Pay on the first day immediately following the end of the initial six month period from the original date of disability. Accident leave with pay beyond six months is additionally exempt, by federal law, from Social Security taxes.

### **VII. DETERMINATION OF NON-COMPENSABILITY**

#### A. Notice of Non-compensability

Notwithstanding the above provisions VI A through C, Accident Leave shall terminate on the date the institution receives notice that the injury has been determined to be non-compensable from:

1. The Workers' Compensation Commission; or
2. In the absence of a determination from the Workers' Compensation Commission, from the Injured Workers' Insurance Fund (Chesapeake).

#### B. Reimbursement by Faculty Member to Institution

If the institution receives notice of non-compensability as specified under paragraph A above, the institution shall correct the faculty member's leave record to reflect a conversion of any Accident Leave that was granted in advance of the notice to leave with pay or, if the faculty member does not have accrued leave with pay, to leave without pay. If the faculty member is placed on leave without pay, the faculty member shall be obligated to reimburse the institution for any Accident Leave advanced under this policy for an injury that is subsequently determined to be non-compensable.

## VIII. TEMPORARY TOTAL DISABILITY BENEFITS (TTD)

- A. An injured faculty member will only be entitled to TTD for loss of wages according to the Workers' Compensation Act after all available accident leave has been used.
- B. TTD is paid at the rate of two-thirds (2/3) of the employee's average weekly wage and provides compensation to the temporarily disabled employee until the physician states the he/she may return to work. TTD is paid by IWIF (Chesapeake) and is exempt from Federal and State tax, including Social Security Tax.
- C. A faculty member on TTD is placed on a Leave Without Pay because of an On-The-Job Injury. The institution will continue to pay the employer subsidy for the plans in which the faculty member was enrolled at the time of the accident, and the employee will be responsible for his/her regular premiums. II-2.32 – 4 USM Bylaws, Policies and Procedures of the Board of Regents.
- D. The institution shall approve the faculty member's use of other available leave with pay, including sick leave, annual leave, personal leave, and holiday leave, only after the faculty member has exhausted all available accident leave and received all temporary total (or partial) benefits for which he/she is eligible.
- E. In the event a faculty member uses sick leave for the time period for which he/she subsequently is awarded benefits pursuant to the Workers' Compensation Act, the institution authorizes use of the sick leave with the understanding and agreement that:
  - 1. It constitutes an advance payment of temporary total or temporary partial disability benefits due under the Maryland Workers' Compensation Act; and
  - 2. The State's obligation to pay temporary total (or partial) disability benefits under the Workers' Compensation Act shall be offset on a dollar for dollar basis by the gross amount of payments received by the employee while on sick leave for the same period of time.
- F. After the injured faculty member has used all available accident leave, temporary total benefits and accrued leave, the faculty member will be placed on a Leave Of Absence Without Pay. This leave without pay shall expire once the faculty member has used a total of two years of leave, both paid and unpaid.

## IX. SUBROGATION

If someone other than the faculty member or the institution causes an injury for which work-related accident leave is taken, the institution, after notice to the injured faculty member, shall be subrogated to the rights of the faculty member to the extent of any compensation paid or owed. If (1) within 90 days after the faculty member receives such notice from the institution, the faculty member fails to enforce a claim against the third person, or (2) within a reasonable time after giving the institution notice of an intent to enforce the claim against such third person the faculty member fails to take action to enforce the claim, the institution, in its own name and for its own benefit may bring or join in an action against such third person.

## X. IMPLEMENTATION PROCEDURES

Each President shall identify his/her designee(s) as appropriate for this policy, develop procedures as necessary to implement this policy, communicate this policy and applicable procedures to his/her institutional community, and post it on its Institutional website.

### REPLACEMENT FOR:

BOR II – 2.30 USM Policy on Accident Leave and Creditable and Non-Creditable Sick Leave for Faculty Members, Section V. Accident Leave.

## ANNUAL LEAVE FOR FACULTY ([BOR II-2.40](#))

All university employees are to enter their time in GullNet on a biweekly basis. The timesheets are set to a default of duty days, so faculty only need to enter deviations from this for sick, bereavement, collegial coverage, and other types of leave.

### ***I. Faculty with Contracts of Less Than Twelve Months***

- A. A faculty member serving on an academic-year contract of less than ten months is not entitled to paid annual leave.
- B. A full-time faculty member serving on a ten-month academic-year contract is entitled to fifteen calendar days of paid annual leave which shall be the last fifteen days of the ten-month contract period, unless otherwise designated at the time of appointment. Such paid annual leave time may not be carried forward into the next fiscal year.
- C. A part-time faculty member appointed on at least a 50% of full-time basis and serving on a ten-month academic year contract is entitled to annual leave on a pro rata basis. Such leave shall be taken as the final days of the ten-month contract period, unless otherwise designated at the time of appointment. Such paid annual leave time may not be carried forward into the next fiscal year.

### ***II. 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.

A part-time faculty member appointed on at least a 50% of full-time basis and serving on a twelve-month 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 faculty members.

- B. Paid annual leave shall accumulate at the rate of 1.83 work days per month beginning with the first full month of employment (22 work days per year).
- C. The time taken as paid annual leave shall have the concurrence of the supervisor. Teaching needs in some programs may require instruction at certain times of the year thereby limiting times when annual leave may be taken.
- D. Annual leave may be accumulated, but only a maximum of fifty (50) work days may be carried forward into a new calendar year.
- E. At the end of each calendar year, a supervisor may, through appropriate channels, recommend to the institution's Chief Executive Officer or designee 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 that 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.

### ***III. Exception For Fiscal-Year Faculty Funded By Grants And Contracts***

For fiscal-year faculty members who are paid in whole or in part from contracts or grants, constituent institutions may limit the number of days of unused annual leave for which such employees may be paid upon leaving employment in the System. Any such limit shall be made a part of the employee's written employment contract.

#### ***IV. Implementation Procedures***

- A. Each Chief Executive Officer or his/her designee shall develop procedures as necessary to implement this policy and shall forward a copy to the Chancellor.
- B. An institution may adopt procedures for payment of all or part of the value of accrued annual leave to:
  - 1. A 12-month appointment faculty member who loses eligibility to accrue annual leave as a result of:
    - a. Changing to a 12-month appointment at less than .5 FTE, or
    - b. Changing to a 10-month or 9 ½ month faculty appointment that is not eligible to accrue annual leave; or
  - 2. A full-time or part-time 12-month faculty member eligible to accrue annual leave who becomes eligible to earn and accrue annual leave at a reduced rate as a result of a reduction in level of effort under the faculty member's appointment.

**Approved by the BOR, January 11, 1990**  
**Amended by the BOR, December 9, 1994**  
**Amended by the BOR, February 9, 2001**  
**Amended by the BOR, June 16, 2017**

#### **JURY SERVICE FOR FACULTY MEMBERS [\(BOR II-2.50\)](#)**

In the matter of faculty on jury service, Salisbury University operates under **BOR II - 2.50 UNIVERSITY SYSTEM OF MARYLAND POLICY ON JURY SERVICE FOR FACULTY MEMBERS**. For complete details of this policy go to: <https://www.usmd.edu/regents/bylaws/SectionII/II250.html>.