




THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

Office of the Executive Vice Chancellor
and Provost

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MEMORANDUM

TO: Deans, Directors and Department Heads
Faculty and EPA non-faculty
Human Resources Facilitators and Managers

FROM: Robert N. Shelton 

DATE: March 21, 2002

SUBJECT: Vacation Leave Earnings

The faculty leave policy dated February 19, 1994 states under vacation leave that permanent faculty exclusively on twelve months service are entitled to one calendar month of leave per year. http://www.unc.edu/campus/policies/leave_fac.html. This in the past has been interpreted as 22 days per year. The decision has been made to revise this interpretation to 24 days per year. This earning rate was effective January 1, 2002. Please adjust your leave earnings records to reflect the 24 days earning rate per year for faculty beginning January 1, 2002.

As a reminder, effective July 1, 2001, permanent EPA non-faculty in the categories of Research, Instructional or Tier II Senior Administrators started earning 24 days per year (26 days if already earning at that rate prior to July 1, 2001). Tier I Senior Administrators will continue to earn 26 days per year. <http://www.unc.edu/policies/EmploymentPolicy.PDF>.

If the appointment is permanent part time 50% or greater, the leave should be prorated according to the percentage.

You may call Annette Crabtree, Director of EPA Personnel, at 2-8322 if you have any questions regarding this change or email at Annette_Crabtree@unc.edu.