

Sent via an informational email

MEMORANDUM

TO: All members of the Faculty

FROM: Robert N. Shelton, Executive Vice Chancellor and Provost

DATE: May 16, 2006

SUBJECT: University Vacation Pay Policy for Faculty

I am writing to communicate an important distinction between faculty and EPA non-faculty employees in the long-standing university vacation pay policy.

Faculty members with nine-month appointments are not eligible to earn vacation. Faculty members on twelve-month service periods, and EPA non-faculty employees, earn vacation as set forth in their EPA appointment letters.

Generally, both twelve-month faculty and EPA non-faculty may carry over to the next calendar year a maximum of 240 hours (30 days) of regular vacation, plus the remaining balance of any unused bonus vacation. However, there is an important policy distinction between EPA twelve-month faculty and EPA non-faculty with regard to lump sum payouts for earned vacation not taken at the time employment is discontinued.

Upon discontinuation of employment, EPA non-faculty receive a lump sum payout for up to 240 hours of regular vacation, plus unused bonus vacation, while twelve-month faculty receive no lump sum payment for unused vacation leave. Any faculty member may, of course, choose to use vacation time in advance of employment discontinuation, as agreed upon between the faculty member and his or her supervisor. Twelve-month faculty members contemplating or subject to termination should review their accrued vacation status when planning their final work schedule with their chair or supervisor.

Detailed vacation policies may be found at www.unc.edu/provost/policies/EPA_Personnel_Guidelines.doc and http://www.unc.edu/campus/policies/leave_certainfac.html. If you have any questions about your vacation leave status, I refer you to these websites, as well as your departmental HR Facilitator and the Finance and Human Resources area of the Office of the Executive Vice Chancellor and Provost.