

THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

LEAVE POLICY FOR CERTAIN FACULTY MEMBERS

February 18, 1994

This Policy covers the following persons appointed under the provisions of the TRUSTEE POLICIES AND REGULATIONS GOVERNING ACADEMIC TENURE IN THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL:

- (a) faculty members exclusively on twelve months service; and
- (b) those faculty members holding administrative positions requiring approval by the Board of Governors.

VACATION LEAVE

Faculty members covered under this Policy are entitled to one calendar month of leave per year. They are expected to develop their own work schedules consistent with full-time appointment and with the requirements and objectives of their departments and schools. To assure appropriate faculty services at all times, departments and schools may develop schedules for vacation periods. The maximum number of unused days of annual leave that may be accrued and carried forward from one year to the next shall be 30 work days. Annual leave in excess of 30 days will be automatically converted to sick leave at end of year. There shall be no payment for annual leave not used prior to the date of termination of employment.

SICK LEAVE

Faculty members covered under this Policy are provided twelve days of sick leave for each twelve months of service. Unused sick leave may be accumulated and carried forward from year to year without limit. Sick leave may be used for illness, injury, or other medical conditions which prevent a faculty member from performing his or her usual duties.

Sick leave records are subject to audit and must be maintained by the employing unit. At the end of each fiscal year, a record of sick leave must be sent to the Office of the Registrar where it will be maintained in the University records.

SHARED LEAVE

Faculty members covered under this Policy shall be subject to the same provisions concerning voluntary shared leave as are applicable to employees subject to the State Personnel Act with the exception that the donation and acceptance of such leave shall be computed on the basis of days rather than hours.

COMMUNITY SERVICE LEAVE

Faculty members covered under this Policy shall be subject to the same provisions concerning community service leave as are applicable to employees subject to the State Personnel Act.

Revised March 29, 2001