

Summary of Faculty Leave and Related Policies

LEAVE TYPE	POLICY SOURCE	ELIGIBLE FACULTY	PAID/ UNPAID	STOPS "CLOCK"	REMARKS
<b>Family and Medical Leave (FML)</b>	<a href="#">HOP 7.F.4</a>	All*	P/U depending on status of accrued leave balances	Paid: No Unpaid: Yes	<ul style="list-style-type: none"> <li>• Maximum duration of 12 weeks/480 hours;</li> <li>• Must have been employed for total of at least 12 months and have worked at least 1,250 hours during 12 months prior to commencement of requested leave;</li> <li>• Can be used on intermittent or reduced schedule basis;</li> <li>• Requires concurrent use of any paid leave (i.e., sick leave, floating holiday);</li> <li>• Advance notice required when foreseeable; when not possible, as soon as practicable but within 2 business days after learning of the need for the leave;</li> <li>• UT will continue to contribute its share of premiums for employee's health insurance during FML period of up to 12 weeks;</li> <li>• Certification of health care provider required within 15 calendar days of receipt of form in HRS;</li> <li>• Report use on Monthly Report of Sick Leave Taken form;</li> <li>• Return to Work Certification required.</li> </ul>
<b>Sick Leave</b>	<a href="#">HOP 7.F.11</a>	All*	P	No	<ul style="list-style-type: none"> <li>• Full-time earn 8 hours/mo; part time, proportional to percent time appointed;</li> <li>• Maximum leave = available accrued sick leave balance at start of qualifying event;</li> <li>• Certification of licensed practioner may be required for absences greater than 3 days in length;</li> <li>• Report use on Monthly Report of Sick Leave Taken form;</li> <li>• Return to Work Certification may be required.</li> </ul>
<b>Sick Leave Pool</b>	<a href="#">HOP 7.F.12</a>	All*	P	No	<ul style="list-style-type: none"> <li>• Maximum award is 720 hours (18 weeks) per condition;</li> <li>• Employee must have exhausted all accrued and available leave;</li> <li>• Requires written statement (form) from licensed practitioner;</li> <li>• Severe condition or combination of conditions that would result in death if not treated promptly;</li> <li>• UT will continue to contribute its share of premiums for employee's health insurance;</li> <li>• Report use on Monthly Report of Sick Leave Taken form.</li> </ul>
<b>Parental Leave</b>	<a href="#">HOP 7.F.10</a>	All*	P/U	Paid: No Unpaid: Yes	<ul style="list-style-type: none"> <li>• Maximum leave = 12 weeks/480 hours, therefore;</li> <li>• Applies to employees with less than 12 months state service or less than 1,250 hours worked in preceding 12 months;</li> <li>• Concurrent use of any leave (i.e., sick leave, floating holiday) required;</li> <li>• Report on Monthly Report of Sick Leave Taken form.</li> </ul>
<b>Foster Parent Leave</b>	<a href="#">HOP 7.F.5</a>	All*	P	No	<ul style="list-style-type: none"> <li>• Paid administrative leave for qualified purposes for foster parent to a child under the Dept of Protective &amp; Regulatory Services conservatorship, to attend meetings in accordance with state law;</li> <li>• Report on Monthly Report of Faculty Sick Leave Taken form.</li> </ul>

\*Applies to any faculty employee appointed to work at least 50 % time for a period of 4 1/2 continuous months.

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EVPP  
7/26/06

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Leave w/o Pay	<a href="#">HOP 3.10</a>	All*	U	Yes	<ul style="list-style-type: none"> <li>When used for purposes that would qualify for FML and sick leave, employee must exhaust available sick leave and floating holiday balances;</li> <li>Must complete and submit Faculty Leave Request form;</li> <li>Appointment percent time reduced in accordance with approved leave terms;</li> <li>Employee is responsible for paying premium amount directly to UT;</li> <li>Approved up to one year at a time. One-year extension possible for a total of two consecutive years maximum.</li> </ul>
Release Time	<a href="#">HOP 3.10</a>	T&TT; NTT	P	No	<ul style="list-style-type: none"> <li>Faculty member released from faculty salaries budget is paid from another funding source(s) administered by UT;</li> <li>Includes appointments to contract/grants and Faculty Research Assignments;</li> <li>Faculty member must submit Faculty Leave Request form;</li> <li>NTT: applies in accordance with contract terms.</li> </ul>
Holiday Leave	<a href="#">HOP 7.F.6</a>	All*	P	No	<ul style="list-style-type: none"> <li>Based on total number of days provided by Legislature which may include some number of hours of floating holiday;</li> <li>Unused floating holiday time carries over from one year to the next;</li> <li>Floating holiday may be applied to sick leave taken but not covered by accrued sick leave balance;</li> <li>Holiday leave for those appointed less than full-time is based on the percent time appointed;</li> <li>Report use on Monthly Report of Sick Leave Taken form.</li> </ul>
Miscellaneous	<a href="#">HOP 7.F.x</a>	All*	Variable		<ul style="list-style-type: none"> <li>Emergency Responder, Jury Duty, Witness Service, Military Leave, etc.;</li> <li>Report use on Monthly Report of Sick Leave Taken form.</li> </ul>
RELATED POLICIES					
Extension of Probationary Period	<a href="#">HOP 3.11</a>	TT	P	Extends Clock	<ul style="list-style-type: none"> <li>Applies when qualifying personal circumstances impede progress toward achieving tenure;</li> <li>Extension is automatic for reasons of childbirth and/or adoption;</li> <li>Approved one year at a time for a maximum of 2 years;</li> <li>Application deadline: end of the spring semester before the faculty member's sixth year of full-time probationary service (up/out year).</li> </ul>
Modification of Instructional Duties	<a href="#">HOP 5.B.1</a>	Full-time T,TT & NTT	P	No	<ul style="list-style-type: none"> <li>Modifies normal classroom teaching duties only for period of one semester;</li> <li>Allows for equivalent academic service as approved in work proposal that defines need, work product and method of evaluation by chair or dean;</li> <li>Does not apply to situations where use of sick leave is appropriate.</li> </ul>

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