

# FACULTY NON-WORK DAY PROCEDURE

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Presented by:

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# Revised FNWD Procedure

- This webinar will cover the recently revised Faculty Non-Work Day (FNWD) Procedure.
- The procedure has been revised in an effort to reduce confusion surrounding the process and applicable forms.
  - Specifically, the procedure has been changed related to when HR will “automatically bank” personal leave (PL) hours for faculty.
  - In the past, HR would automatically bank *up to* 22.50 hours of PL at the end of the faculty’s 9-month agreement in May
  - Going forward with the revised procedure, HR will automatically bank 22.50 hours of PL up front in September.

# Policy & Procedure - 3.3.5.6

- In lieu of the accrual of annual leave and in recognition of approved State holidays, provisions are made to grant faculty, in FTE positions, a minimum of 172.50 hours (23 non-work days), per thirty-nine (39) week academic term (fall and spring semesters)
  - Additional hours, designated as Personal Leave hours, are granted based on the number of completed years of continuous State service as of the beginning of the fall semester.
- Of the total hours granted, 150.0 hours (20 days) are designated in the Academic Calendar as scheduled Faculty Non-Work days.
  - These are days that you are **not required** to work

# Policy & Procedure - 3.3.5.6

- In addition, Human Resources will automatically bank 22.50 personal leave hours (3 days) at the beginning of the academic year for each faculty member.
- This accounts for the minimum of 172.50 hours (23 days) that are awarded at a minimum to all faculty members at the beginning of the academic year. The 172.50 hours (23 days) breaks down into the 150.00 hours (20 days) that are designated in the Academic Calendar, and the 22.50 hours (3 days) of personal hours that are automatically added to the faculty member's banked time (Faculty Non-Work Day Bank).

# Faculty with 10+ years of State Service

- For faculty with 10 years or more continuous state service, entitled to additional hours, these hours may be utilized during Administrative Days designated by an asterisk on the Academic Calendar, to either take leave, bank time, or a combination of the two.
- It is the faculty members' responsibility to complete the necessary paperwork regarding his/her additional hours; either submit a Leave Request Form and check "Personal Leave (Administrative Day only)" or complete a (Faculty Bank Form) to bank any additional hours to which your years of service entitle you.

# Banking Time

- A maximum of 37.5 hours may be banked per academic year, of which 22.5 hours HR will bank for you at the beginning of the academic year. It is the faculty member's responsibility to bank the remaining 15 hours of the 37.5 hours, if you so choose. Those 15 hours can consist of faculty non-work days, personal leave (for those faculty members with 10+ years of continuous state service), or a combination of both, **not** to exceed the maximum of 37.5 hours per academic year.

## Faculty Bank Form

- Faculty members shall be permitted to carryover from one academic year to the next any banked leave up to a total accumulation of 337.50 hours (45 days).

# Summary

- All Full-Time Faculty receive at least 172.50 hours of Faculty Non-Work Days (FNWD) during each 39-week (9-month) contract period.
- 150.00 hours of the 172.50 hours are designated on the Faculty Calendar. These are days that you are **not required** to work- these days are known as Faculty Non-Work Days (FNWD).

# Summary (cont.)

- All Full-Time Faculty receive an additional 22.50 hours (up to 45 hours) of Personal Leave hours *based on years of service*. HR will automatically bank 22.5 hours of Personal Leave for you at the beginning of the academic year, which counts towards the 37.5 hours that you can maximally bank per academic year.
- These hours will be in your Faculty Bank and you can use that time to take off during an Administrative Day or another day in the calendar (for emergency or unusual situations which require time off on a workday), as long as it has been approved by your departmental chair and dean/VP.



# Summary (cont.)

- If you are a faculty member who has been employed with the state longer than 10 years and receive greater than 22.5 hours of Personal leave, then you may only take or bank these extra Personal Leave hours on any *asterisked* day, which are Administrative Days, on the Faculty Calendar. Simply, complete a Leave Request Form or Banking Form.
- Personal Leave hours can only be used or banked during an *asterisked* Administrative Day.

# Librarians

- Librarians are unique when it comes to their leave: they are considered faculty with regards to their leave, however their leave works differently than that of faculty or staff.
- Although, like faculty, Librarians receive personal leave and are entitled to bank time.
- Librarians are awarded 28 days (23 during 9-month & 5 during the summer) at the beginning of the Academic Year. This equates to 210.00 hours.
- Of the 210.00 hours awarded to Librarians, the College must deduct hours for when the College is closed; for the Academic year 2011-2012, this equates to 122.75 hours.
- $210.00 \text{ hours} - 122.75 \text{ hours} = \mathbf{87.25 \text{ hours}}$  to use at Librarian's discretion with approval of supervisor.

# What can I do on a FNWD?



- There are three options for the 150.00 Hours of Faculty NWD (already built into the Academic Calendar):
  - Take the day off
  - Bank the day – (except for when the College is closed; example: Labor Day)
    - You may bank up to 37.5 hours each academic year up to a total of 337.5 hours over your career
  - Substitute the day for a working day (includes Administrative Days)
    - \*\*This option should only be used in emergency or unusual situations\*\*

[Faculty Leave Request Form](#)

# Why Bank FNWD time?

- Compensation for these days will be paid out upon retirement or termination of employment with the College. This will be paid in your last paycheck. This is a great benefit and one that you should consider utilizing.
- Further, if you are retiring via SCRS, the banked leave payout is included in the calculation of your Average Final Compensation (AFC). The AFC is part of the calculation SCRS utilizes to determine your retirement benefit.
- Also, banked days can be used at a later time for emergency or unusual situations which require time off on a workday.


# HR Website – Employee Leave – Faculty Leave

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## Faculty Leave Information

**Welcome Faculty Member Employees!**

► Faculty members submit their leave time via a Leave Request form that is to be filled out and turned in to your supervisor / Academic chair.

[Faculty Leave Request Form](#)

[Faculty Leave FAQs](#)

[Absentee Form](#) - For Supervisors / Academic Chairs

► Faculty members also have the option to bank hours throughout the Academic Year, as designated in the Academic Calendar.

[Academic Calendar 2011-2012: Leave](#)

• In lieu of the accrual of annual leave and in recognition of approved State holidays, provisions are made to grant full time faculty, in FTE positions, a minimum of 172.50 hours (23 non-work days), per thirty-nine (39) week academic term (fall and spring semesters).

⇒ Of the total hours granted, 150.0 hours (20 days) are designated in the Academic Calendar as [scheduled Faculty Non-Work days](#).

Questions regarding your leave benefits?

Please contact:

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Benefits Manager  
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or

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**Office Hours:**  
Monday-Thursday: 7:45-5:00  
Friday: 8:00-12:30

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# Leave Transfer Pool

- Faculty members may voluntarily transfer sick and/or Faculty Banked leave into a leave transfer pool from which other HGTC faculty members may request withdrawal for ***severe emergency and catastrophic circumstances*** if they meet certain criteria as defined in the procedure and other guidelines publicized by the State Office of Human Resources' regulations, State Board for Technical and Comprehensive Education Policy and Procedure.
- Faculty donating sick and/or banked leave to the transfer pool may do so at any time. An employee may not donate to a specific individual employee leave account.
- An employee may donate no more than one-half of the Sick one accrues within a calendar year, which equates to 56.25 hours. A faculty member can donate however much they wish of Faculty Banked leave.

[Faculty Leave Donation Form](#)

**Questions?**