Q. What is a Faculty Non-Work Day (FNWD)?

A. A Faculty Non-Work Day (FNWD) is a day built into the Academic Calendar in which a faculty member is **not required** to work. All full-time faculty receive 150.00 hours of FNWDs during each 39-week (9-month) contract period; these days are designated in the calendar.

Q. What if I would like to work during a FNWD?

A. You have the option to work during a FNWD, so long as the College is open, and bank the day. Just complete a 'Faculty Bank Form' indicating the dates and time you worked and get it approved (signed) by your dean and VP. **NOTE**: The maximum amount of time that can be banked each academic year is 37.50 hours.

Q. What is an Administrative Day?

A. An Administrative Day is a day in which you, as a faculty member, are **required** to work, yet there are no classes in session. These days are generally at the beginning or end of the semester. These are regular workdays that are part of your 39-week (9-month) contract. You must report to work. You do have the option, however, to take the day off- just complete a 'Leave Request Form' and indicate 'Faculty Non-Work Day Bank', or 'Personal Leave (Administrative Day only)' only if you are a faculty member with greater than 10 years of continuous State service.

Q. What is 'banked time' and how does it work?

A. Banked time is time that you have accrued throughout the academic year. Faculty members can have banked up to a maximum of 37.50 hours per academic year. Faculty members shall be permitted to carryover from one academic year to the next, any total banked leave up to a total accumulation of 337.50 hours. **NOTE**: Human Resources will automatically bank for each faculty member at the beginning of the academic year, a total of 22.50 hours (formally kept in Personal Leave) which will account towards the maximum allowed banked in the academic year of 37.50 hours. *This means, that you are only responsible for banking 15 hours to reach your max for the academic year*.

Q. What if I am a faculty member who has greater than 10 years of continuous State service and accrue greater than the 22.50 hours of Personal Leave that will automatically be banked for me?

A. 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 these extra Personal Leave hours on any *asterisked* days, which are Administrative Days, on the Faculty Calendar. Simply, complete a 'Leave Request Form'. Personal Leave hours can only be used or banked during an *asterisked* Administrative Day. To bank these hours, fill out a 'Faculty Bank Form' and indicate the hours and day(s) that you are banking.