FACULTY NON-WORK DAYS OVERVIEW

- All Faculty, inclusive of probationary faculty, in a Full-Time Equivalent (FTE) position, receive at a minimum 172.50 hours of Faculty Non-Work Day (FNWD) during each 39-week (9-month) contract period.

- 150.00 hours of the 172.50 hours (up to 195 Hours based upon bonus earnings) are designated on the Academic Calendar; these days are known as Faculty Non-Work Days and are noted by *FNWD.* These are days that you are **not required** to work.

- The remaining 22.50 hours (up to 45 hours based upon bonus earnings) will be placed in your **Faculty Non-Work Day** Hours at the beginning of each Academic Year. You can use that time to take off during a non-instructional (Administrative) Day as designated on the Academic Calendar by an * or an instructional day (for extenuating circumstances, with a note provided outlining circumstances), as long as it has been approved by your immediate supervisor via email.

- There are three options for the 150 Hours of Faculty NWD (already built into the Academic Calendar):

    o Take the day off; you are not required to work.

      OR

    o Work – With **prior** approval, Faculty members can elect to work and add FNWD hours as designated on the academic calendar, when the college is open. Please note the Maximum Carry Forward Hours allowed in the procedure;

      OR

    o Substitute it (FNWD) for a Faculty Workday – This option should only be used in extenuating circumstances. This option requires approval by your immediate supervisor, via email, and must include a plan for any classes that you would miss those days.

- Faculty may carry forward up to 37.5 hours (5 days) unused non-work days each academic year up to a maximum of 337.50 hours (45 days). Once carried forward, accumulated non-work hours (days) may only be taken with the approval of the immediate supervisor, via email.

    o Key Form: Add FNWD Hours Form – Utilized to add hours worked on a Faculty Non-Work Day (FNWD) as designated on the Academic Calendar, with prior approval by the immediate supervisor. The approved completed form will be submitted to HR for processing.