

NUMBER: 1491

TITLE: Annual Leave Policy for Administrative and Professional Faculty and Eligible Instructional and Research Faculty on Twelve-Month Contracts

APPROVED: September 16, 1983; Revised August 27, 1987; Revised June 15, 1989; Revised September 29, 1989; Revised September 23, 1993; Revised December 2, 1993; Revised September 22, 1994; Revised June 13, 2008

Old Dominion University, as a state agency and public institution, is supported by the Commonwealth of Virginia, a public employer committed to serving the interests of the taxpayers and ensuring accountability for using public funds effectively. Therefore, it is the policy of the commonwealth and the university that faculty are not paid for time that they do not work, except when using appropriate leave time as set forth in policy by the university.

1. Administrative and professional faculty (AP faculty) and eligible instructional and research faculty on twelve-month contracts earn sixteen (16) hours of annual leave per month. Twelve-month teaching and research faculty who hold academic rank with departmental designation and have twenty-five (25) percent or less of their workload assigned to administrative duties are not eligible for annual leave. This annual leave is in addition to the twelve (12) holidays observed by the state. AP faculty employed on less than a twelve-month basis receive all state holidays scheduled during their employment period and annual leave at the rate of sixteen (16) hours per month. AP faculty who work less than 40 hours per work week accrue annual leave on a pro-rated basis.
2. Annual leave days are to be accrued monthly on the first of the month. Leave may be taken at any time subsequent to being earned but should be planned with regard to workload and office schedules. The dates of the leave must be approved in advance by the supervisor. Annual leave will not be accrued during any month in which the faculty member is on a leave without pay status.
3. A vice president may authorize annual leave advances, i.e. granting of leave prior to it being earned, when unusual circumstances dictate. Covered faculty members should submit a written request to the vice president which explains the reasons for the request. Should a faculty member resign prior to working the entire period during which the leave would have been earned, a payroll deduction will be initiated to recover the salary amount of the leave advance.
4. Workload and office schedules should be arranged so as to allow each member full benefit of his/her annual leave. It is not in the best interest of either the university or the individual member for the employee to work a full year with less than full annual leave. However, to allow for special university requirements, a maximum of thirty-six (36)* days (288 hours) may be carried forward from one university fiscal year (June 10 to the following June 9) to the next. Annual leave balances may exceed thirty-six (36)* days during the university fiscal year as a result of monthly accruals. (*Twenty days (160 hours) for covered employees employed on or after July 1, 1993.)

5. Those whose initial appointment or contract period begins in the middle of a month will accrue annual leave for the month during which he/she is hired.
6. Unless approved by the President, employees who terminate for any reason are expected to utilize all accumulated annual leave prior to their date of termination.
7. A vice president may grant an exception to the limit of annual leave that may be carried over into the next contract year when AP faculty have not been allowed to use their leave because of university and/or departmental work demands over a substantial period of time. Such exceptions should be given in writing and should indicate the timeframe during which the person must use the additional leave time. Written exceptions should be submitted to the Department of Human Resources.
8. In general, those who terminate employment or an administrative assignment will not be compensated for any accrued, but unused, annual leave days that remain when they terminate that employment or assignment. However, in exceptional cases, where the presence of a key employee is required by the University until he/she actually terminates employment, the President may approve a lump sum payout equal to the value of the salary of accrued, but unused, annual leave days. The maximum number of accumulated leave days that may be so compensated is 36 for individuals employed prior to July 1, 1993, and 20 for individuals employed thereafter.