

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; Revised June 8, 2017 (eff. 7/1/17)

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) including librarians 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 16th 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. In the interest of work life balance a manager should attempt to approve an employee's request for annual leave when doing so does not adversely impact university operations. Annual leave will not be accrued during any month in which the faculty member is on a leave without pay status. 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.
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 faculty 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 20 days (160 hours)

may be carried forward from one university leave year (January 10 to January 9) to the next. For faculty members hired before July 1, 1993, the maximum leave carryover is 36 days (288 hours). Excess leave beyond the 20/36 days (160/288 hours) will be purged after the last day of the leave year (January 9). Annual leave balances may exceed the carryover maximum (20/36 days) during the leave year as a result of monthly accruals.

5. Upon separation, faculty members covered by this policy will receive a lump sum payment of unused annual leave up to 15 days (120 hours). Faculty members can expect to receive the leave payout on the pay date subsequent to their last regular pay check.