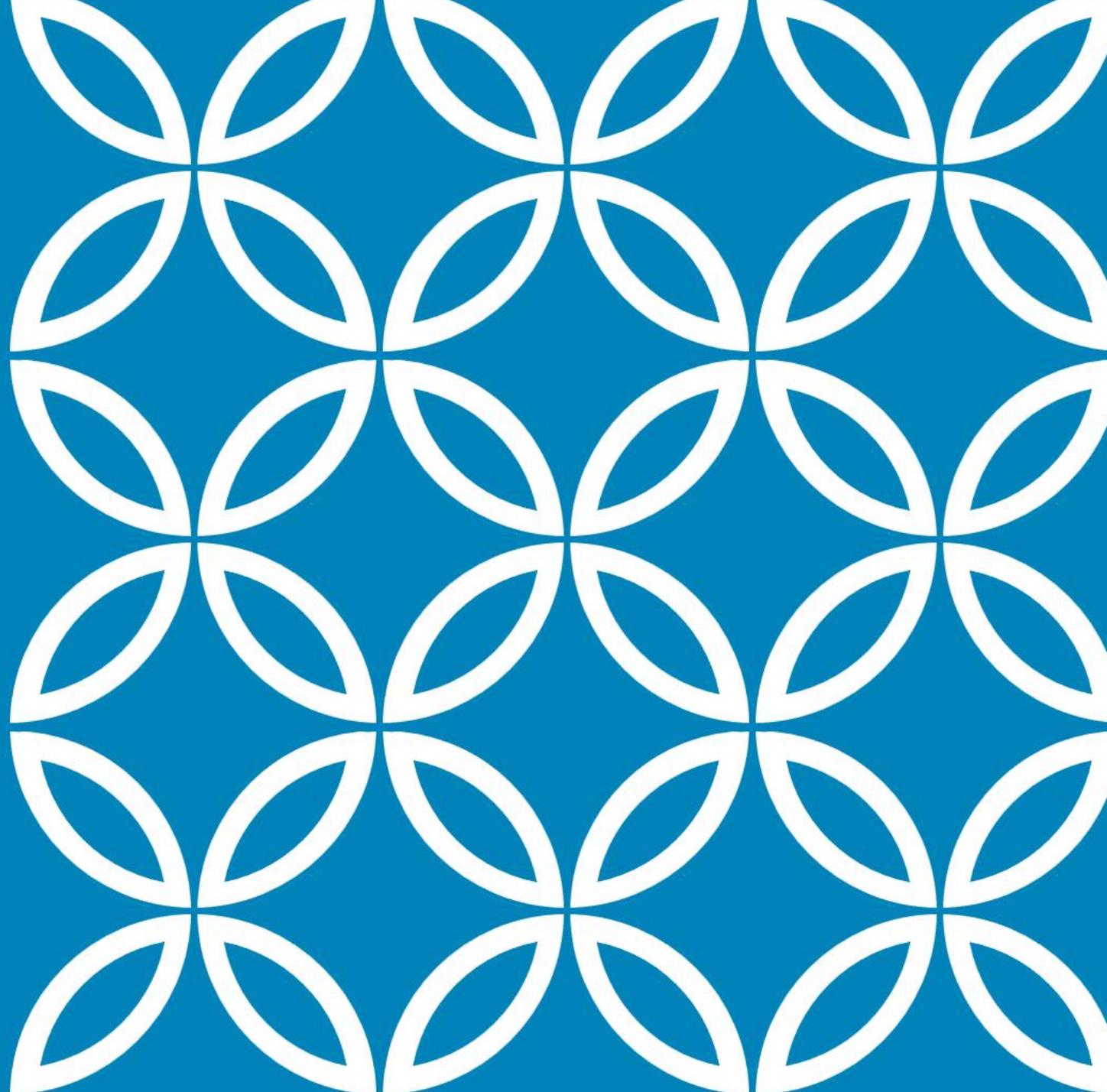


FACULTY LEAVES

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TOPICS

Overview

- Types of Leave & Pay Options
- Rules
- Faculty Member Obligations

Benefits

- Impact on Benefits
- Continuation of Benefits

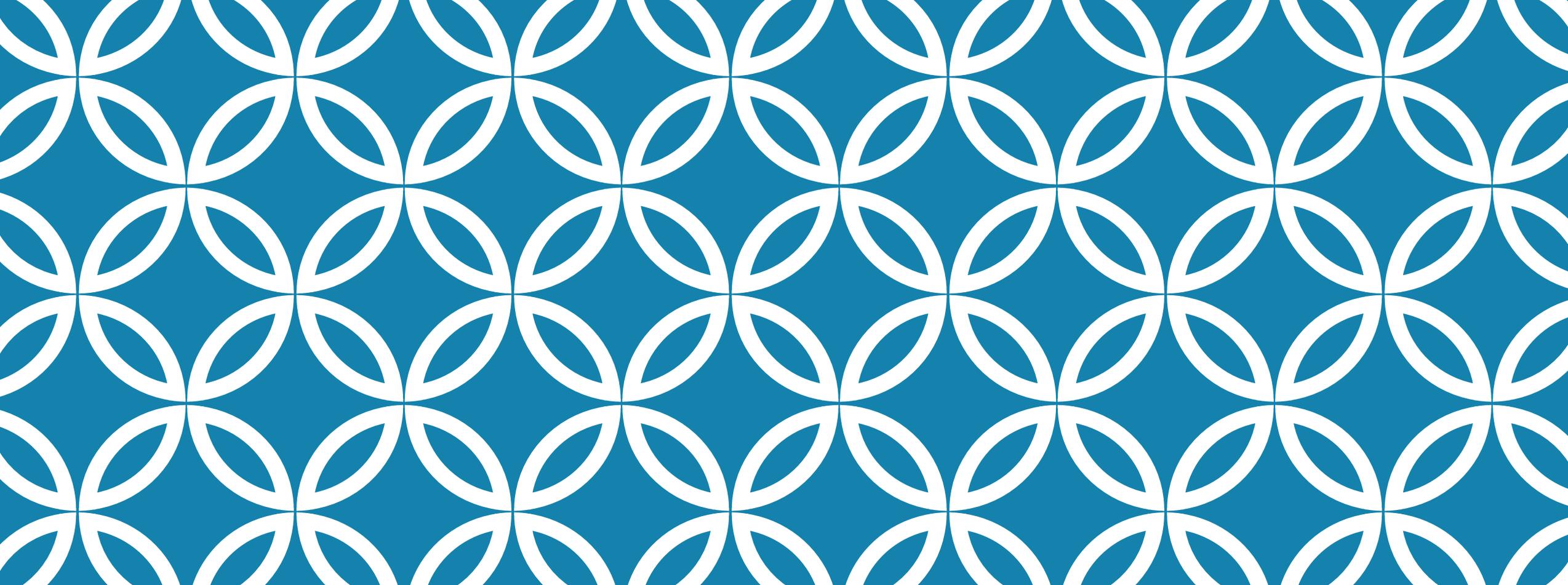
Leave Forms

- Faculty Leave Notification Form
- Supporting Documentation

Leave Actions

- Place on Leave
- Return from Leave

Resources



FACULTY LEAVE OVERVIEW

Types of Faculty Leaves

Pay Options

Rules

Faculty Member Obligations

TYPES OF FACULTY LEAVES

- Research & Study Assignment (RSA)
- Internal Competitive Leave (ICL)
- External Competitive Leave (ECL)
- Professional Leave Without Pay
- Professional Leave With Pay
- Personal Leave Without Pay
- Faculty Serious Illness Leave
- Parental Leave

Pay Options During Leave

- **Full Pay:** Faculty is receiving their full salary and it is being paid directly by UNC Payroll
- **No Pay:** Faculty is not receiving any pay from UNC
- **Partial Pay:** Faculty is receiving partial pay from both UNC and an external source. The external source pays the employee directly (not through UNC Payroll).
 - Noted on the FLN form in the “Non-University funds” field

If an **international faculty** is approved for a leave, please contact ISSS directly.

RESEARCH & STUDY LEAVES (RSA)

- Awarded to initiate projects that could subsequently win funded research support, or to complete projects that can reasonably be expected to be finished within a semester.
- **Untenured Faculty**
 - No earlier than the year following the first full year of service, each untenured assistant professor and each untenured associate professor is eligible for a one-semester RSA (“junior faculty development assignment”).
 - Time as Instructor with Special Provision does not count as required time in residence for RSA eligibility.
 - This assignment must be taken before the initiation of a recommendation concerning tenure.
- **Tenured Faculty**
 - Each tenured faculty member who has been at the University for at least five years and has not had an RSA in the past five years is eligible to apply to the department chair for a one-semester RSA.
 - New faculty who come with tenure may apply for an RSA as early as their second year and take that semester’s assignment in their third year.
 - If the tenured faculty member has received a junior faculty development assignment, he or she will not be eligible to apply for another RSA until five additional years of service have been completed.

RSA NOMINATION & APPROVAL PROCESS

The department's leave allocation is based on a formula of one RSA allocation for every seven tenure-track faculty in the unit.

- **Process**

- During the Fall semester, the Dean's Office notifies department chairs of their RSA allocation
 - Junior faculty RSAs must be given first from this allocation
- The Chair will solicit written applications from faculty, which includes a description of the research or development project
 - Because no additional funds are provided for RSA's, they must be managed within the existing department budget
- In January, nominations for RSAs are due to the Senior Associate Dean
 - Nomination must include how teaching, research or service responsibilities will be covered during each faculty member's assignment.
- The Senior Associate Dean approves these nominations in writing

If it is in the best interest of the unit not to award all of the assignments allocated in a given year, one assignment may be carried forward to the next fiscal year. The department must make this request in writing at the time they submit their written nominations.

DEAN'S OFFICE RSA ALLOCATION EXAMPLE



Summary: Dept A has 16 tenure-track faculty. Each year, 16 faculty **units** are deposited into the **bank** (unless the number of faculty changes). For every 7 faculty **units**, one RSA allocation is given.

Year 1: 16 total faculty **units** are deposited. The department receives two RSA allocations. 14 **units** are withdrawn, and the remaining 2 **units** stay in the **bank** until the allocation the following year.

Year 2: 16 faculty **units** are deposited and 2 are remaining from Year 1, for a total of 18 **units**. The department can still only be allocated two RSAs. 14 **units** are withdrawn, and the remaining 4 **units** stay in the **bank** until the allocation the following year.

Year 3: 16 **units** are deposited and 4 are remaining from Year 2, for a total of 20 **units**. The department receives 3 **RSA allocations**. 21 **units** are withdrawn, leaving a deficit in the **bank** until the allocation the following year.

Department A's Faculty Bank Account

Year	Beginning Balance	Deposit	RSA Allocation	Withdrawal	Ending Balance
1	0	16	2	(14)	2
2	2	16	2	(14)	4
3	4	16	3	(21)	(1)
4	(1)	16	2	(14)	1

Once the extra units accumulate to five or more, it is possible to have an additional leave granted and incur a deficit in the bank.

For example: In Year 3, if the department was allocated 2 RSAs instead of 3, there would be 6 remaining units in the bank. With the ability to carry forward a deficit, the department was allocated 3 instead of 2.

COMPETITIVE LEAVES

- Faculty are strongly encouraged to apply for **external fellowships**, such as Guggenheim, ACLS, NEA, NEH, NHC, as well as **internal fellowships**, such as department-based Research and Study Assignments, semester leaves from the Institute for the Arts and Humanities (IAH), fellowships in the Global Research Institute, fellowships in Medieval and Modern Studies, and Provost's Office leaves (i.e. Kenan, Pogue, Reynolds).
- Chairs should be alert for these announcements and be sure that this information is communicated to their faculty in order for them to meet the appropriate deadlines.
- These fellowships usually provide salary support, but generally less than the faculty member's regular base salary.

COMPETITIVE LEAVES — SUPPLEMENTAL FUNDING

- Fellowship winners may apply to the College, with their unit Chair's support, to bring the award up to full salary. To receive this top-up, the fellowship must usually pay half of the fellow's base salary for either a semester or a full year's leave.
 - A fellowship that provides **less than 50%** of the fellow's base salary may require the combining of another internal or external research leave with the fellowship.
 - A fellowship that provides **less than 25%** of the fellow's base salary will not be eligible for top up unless it is combined with another internal or external research leave.
- It is important to bear in mind that the College will agree to top up external fellowships to full salary for research awards only.
- The external fellowships must be nationally or internationally competitive and prestigious. The total amount of salary a faculty member may receive during a research leave year may not exceed his or her academic base salary in the year in which the faculty member has the research leave.

MEDICAL LEAVES

Nine-Month Faculty

- Do not earn either annual or sick leave
- Not eligible for Voluntary Shared Leave

Twelve-Month Faculty

- Earn annual (vacation) leave and sick leave
- Eligible for Voluntary Shared Leave
- Not required to use accumulated leave during faculty serious illness or parental leave

Faculty members are eligible for **Faculty Serious Illness and Parental Leave** in the event of serious illness or disability or the birth or adoption of a child.

When such qualifying events occur, these leave benefits are coordinated with the University's **FMLA** policy such that a faculty member taking leave under either of these policies must concurrently exercise FMLA if the qualifications for FMLA leave are met. And likewise, a faculty member exercising FMLA when qualified must also use any leave available to him/her under the Faculty Serious Illness, Major Disability and Parental Leave Policy.

Faculty members who have been employed by the University for at least twelve months and who, during the previous twelve months, have worked for at least 1040 hours are eligible, under the federal Family and Medical Leave Act, for a total of 12 weeks of **unpaid** leave in a 52-week period for serious illness or major disability, or for parental purposes.

Permanent Fixed Term and Tenured/Tenure Track Faculty are **not** eligible for the new Paid Parental Leave (PPL) Benefit

FACULTY SERIOUS ILLNESS, MAJOR DISABILITY, AND PARENTAL LEAVE POLICY

Nine-Month Faculty

Faculty Serious Illness: Granted up to 60 calendar days of **paid** leave in a 52-week period.

Parental Leave: Faculty with teaching responsibilities shall be granted a full semester of **paid** leave within 12 months of the birth or adoption of the child. Faculty who do not carry teaching responsibilities shall be granted up to 15 weeks of **paid** leave within 12 months of the birth or adoption of the child

Twelve-Month Faculty

Faculty Serious Illness: Granted up to 60 calendar days of **paid** leave in a 52-week period.

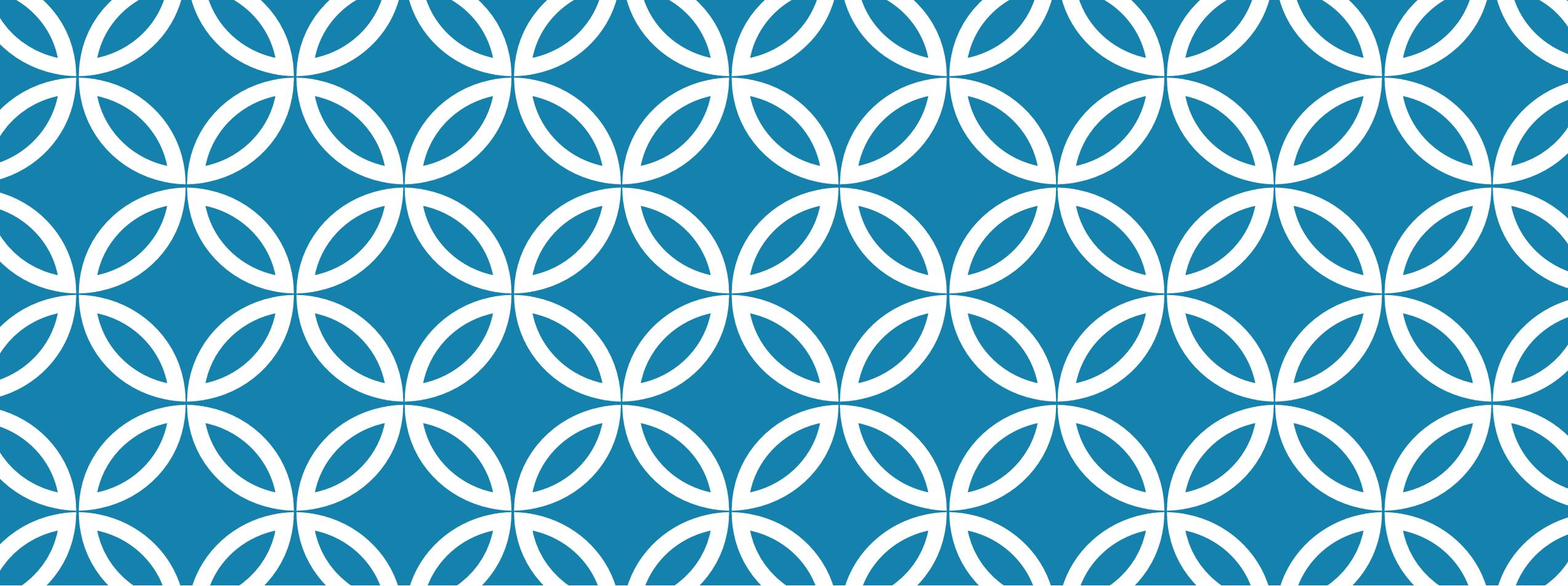
Parental Leave: Faculty with teaching responsibilities shall be granted a full semester of leave within 12 months of the birth or adoption of the child. Faculty who do not carry teaching responsibilities shall be granted up to 15 weeks of leave within 12 months of the birth or adoption of the child. **Such leave shall also be paid leave to the extent the faculty member elects to use accrued leave.**

FACULTY LEAVE RULES

- No faculty member may have more than **two consecutive years** of leave from the University for any reason, no matter the source of support ([UNC Policy](#)). This is either four successive one-semester leave assignments or two successive one-year leave assignments.
 - Exceptions must be made to the SAD and approved by the Provost's Office
- All administrative appointments and associated supplements will be removed during the semester of a research and study assignment. A temporary substitute appointed to the position should receive the associated supplement.
 - Term distinguished professorship stipends are NOT removed
- Faculty cannot receive lump sum payments while on leave (except for Summer Salary for 9-month faculty)
 - 9-month faculty on unpaid leave are eligible for summer salary except when on serious medical illness leave

FACULTY MEMBER OBLIGATIONS

- Any faculty member who receives either a competitive research leave or a research and study assignment is obligated to return to the University and complete one full year of service.
- Upon completion of either a leave or an assignment, the faculty member must file a report on the work done with the unit head, dean, and Committee on Faculty Research and Study leaves within three months following the completion of the leave.



BENEFITS

Impact on Benefits

Continuation of Benefits

IMPACT ON BENEFITS

- Faculty will retain benefit eligibility while on leave with an expectation that they will return from such leave or assignment and complete one full year of service.
- Faculty who fail to complete one full year of service at the University following such leave or assignment will be liable to repay to the University any compensation and benefits they received from the University during the period of leave or assignment.
- The employee's options for benefits continuation depends on what type of leave they are on.
- Faculty members are advised to contact the Benefits Office, in the Office of Human Resources, to clarify what their individual benefit status and responsibilities may be while on leave and what actions will be required after they return from leave, as part of their preparation for taking this leave. Some benefit premiums will be required to be paid on an after-tax basis via the Leave Administration Unit while on leave from the university.

CONTINUATION OF BENEFITS

- Faculty Professional Leave – **Full Pay**

- Can continue all benefits, including retirement contributions (TSERS & ORP)
- UNC will continue making the employer paid contributions for retirement (TSERS & ORP) and health insurance
- **Payment:** Benefit premiums and retirement contributions will be deducted from their pay as usual

- Faculty Professional Leave – **No Pay**

- Only responsible for employee portion of health insurance (unless department states otherwise)
- ORP members may continue to make contributions on an **after-tax** basis
- TSERS members cannot continue contributing to retirement while on an unpaid leave of absence
- Continuation or eligibility for all other benefit programs is subject to each plan's policies or provisions
- **Payment:** Faculty on leave without pay must make benefit payment arrangements through the Leave Desk with the Benefits Office

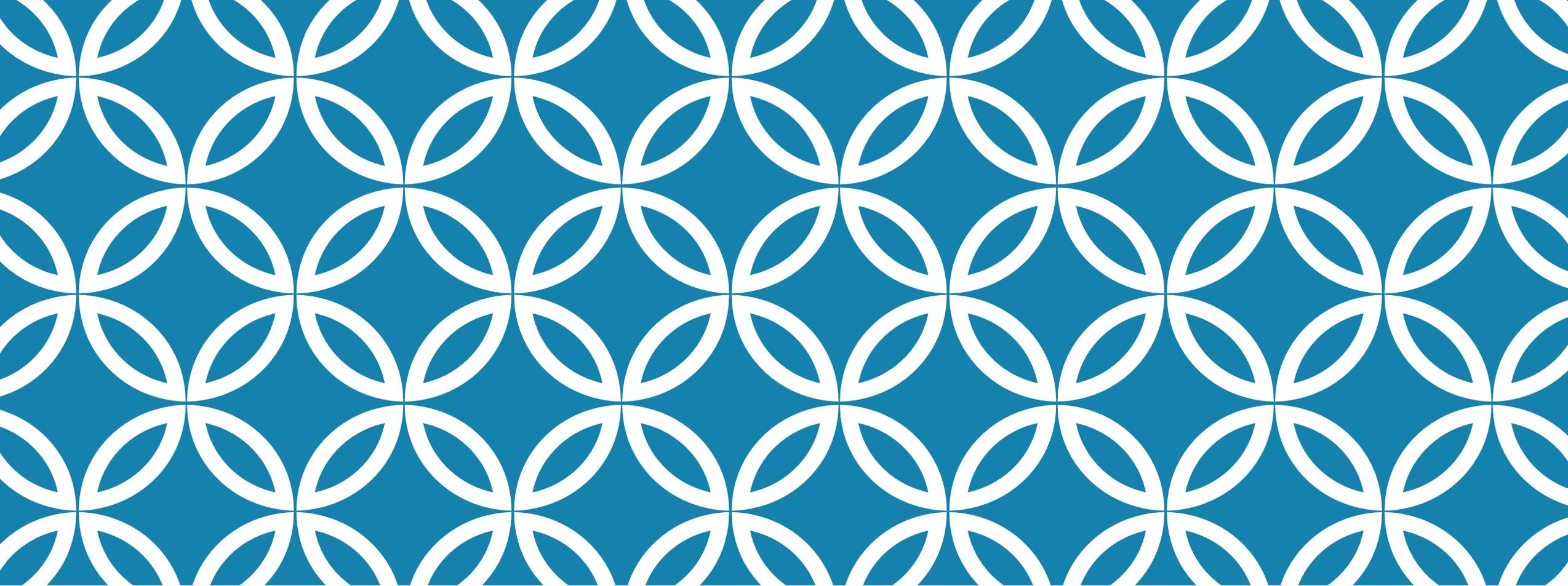
CONTINUATION OF BENEFITS

- Faculty Professional Leave – Partial Pay

- Only responsible for employee portion of health insurance (unless department states otherwise)
- ORP members may continue to make contributions on an after-tax basis
- TSERS members cannot continue contributing to retirement while on an unpaid leave of absence
- Continuation or eligibility for all other benefit programs is subject to each plan's policies or provisions
- **Payment:** Benefits premiums will be payroll deducted from the partial check with the exception of ORP and supplemental long-term disability
- **Payment:** Employee must make benefit payment arrangements through the Leave Desk with the Benefits Office

CONTINUATION OF BENEFITS

- Personal Leave Without Pay (LWOP)
 - If employee wants to maintain coverage under the State Health Plan, they are responsible for the full cost
 - Employee **cannot** continue TSERS or ORP retirement contributions
 - Continuation or eligibility for all other benefit programs is subject to each plan's policies or provisions
 - **Payment:** Employees must make benefit payment arrangements through the Leave Desk with the Benefits Office



LEAVE FORMS

Faculty Leave Notification Form
Supporting Documentation

FACULTY LEAVE NOTIFICATION (FLN) FORM

Faculty Leave Notification
The University of North Carolina at Chapel Hill

Employee Name: _____ PID: _____ Service Period 9 mo 12 mo

Base Department: _____ Current Base Salary: \$ _____

Dates of Leave Assignment:
(Payroll Dates) From: _____ To: _____

Type of Leave Assignment:
(Check one)

Research and Study Assignment
 Internal Competitive Leave / Name: _____
 External Competitive Leave / Name: _____
 Leave Without Pay (Professional)
 Leave Without Pay (Personal)
 Other: _____

Leave Location: _____
 Purpose: _____

Total Actual Salary (while on leave)	Salary From State Funds	Salary From Non-State Funds	Salary From Non-University Funds	(Check one.)
_____	_____	_____	_____	<input type="checkbox"/> Full Pay <input type="checkbox"/> Partial Pay <input type="checkbox"/> No Pay

Other compensation, allowances or benefits: _____

Dates of Most Recent Leave (if any): From _____ To _____

Type & Name of Most Recent Leave: _____

Will you receive compensation from another institution while on leave? Yes No

If yes, please explain: _____

*****Faculty receiving compensation from another institution or employer while on leave should provide documentation detailing the expected compensation and benefits.*****

In accepting this competitive leave, research and study assignment or leave without pay (professional), I agree to return to the University following such leave or assignment and complete one full year of service. I agree that if I fail to complete one full year of service at the University following such leave or assignment, I will be liable to repay to the University any compensation and benefits I receive from the University during the period of leave or assignment.

Employee's Signature: _____ Date: _____

APPROVED BY

Signatures:	Date: _____
Department Chair/Director _____	Date: _____
Dean/Director/Vice Chancellor _____	Date: _____
Executive Vice Chancellor & Provost _____	Date: _____
Chancellor _____	Date: _____

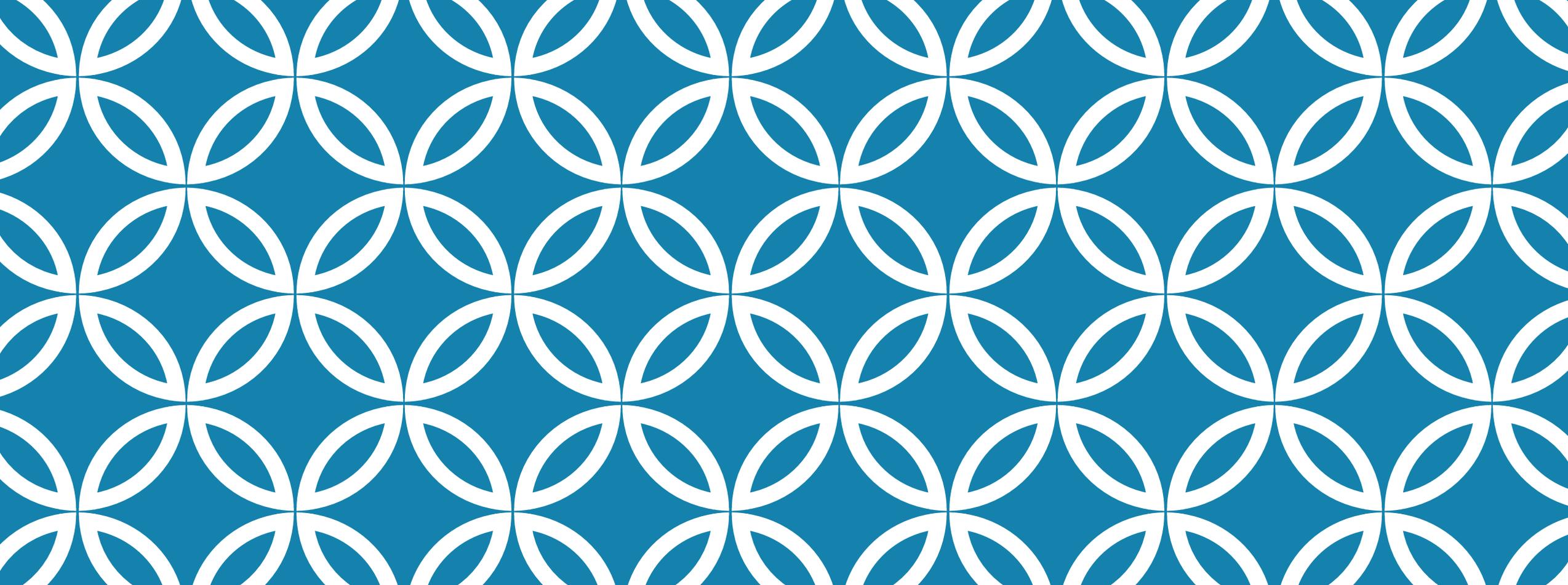
Rev. 2013

Current Base Salary	Salary prior to leave: The faculty member's base salary (excluding administrative supplements) when not on leave.
Dates of Leave Assignment	For twelve-month employees, actual payroll dates of leave. For nine-month employees, these dates should be July 1-Dec. 31 or Jan. 1-June 30. (These are the same dates used on the ePar.)
Type of Leave Assignment	
Leave Location	City, State or Country: Where does the faculty member intend to spend most of their time while on leave?
Purpose	Brief description: Include one to two sentences on what the faculty member will do while on leave.
Total Actual Salary (while on leave)	Amount while on leave. This is the actual salary while employee is on leave.
Salary From State Funds	Amount while on leave. Break down the base salary while on leave into the funding sources.
Salary From Non-State Funds	Amount while on leave. Break down the base salary while on leave into the funding sources.
Salary From Non-University Funds	Amount paid to employee directly (not through UNC Payroll) from outside agency or institution.
Other Compensation, Allowances or Benefits	Travel allowances, housing allowances.
Dates of Most Recent Leave (if any)	Provide payroll dates from last Faculty Leave Notification, leave type and name (if applicable).
Employee Signature	Employee must agree to return after select competitive leaves are taken.

SUPPORTING DOCUMENTATION

- **Internal Competitive Leave**
 - FLN Form **plus** the letter from the awarding unit detailing the leave
- **External Competitive Leave**
 - FLN Form **plus** the award letter and Top-Up form
- **Professional or Personal Leave Without Pay**
 - FLN Form **plus** letter detailing what the person is doing and that they are receiving no compensation
 - If receiving compensation from elsewhere, the letter should state the amount.
- **FMLA/Parental Leave**
 - FLN Form **plus** approval notice from OHR
 - For parental leave, include a letter from the faculty member to the supervisor certifying individual is the primary caregiver of the child; leave is within one year from which the child was born or adopted; the spouse or partner is not a UNC employee also seeking parental leave for the same event.





LEAVE ACTIONS

Place on Leave

Return from Leave

Adding Secondary Appointment

PLACE ON LEAVE ACTION

Employees need to be placed in leave status in ConnectCarolina. All non-Big 5 departments should submit a request through RASR to their HR Business Partner. Be sure to confirm the salary sources.

The following actions are required to place a faculty member on leave:

Type of Leave	First ePAR	Second ePAR
Leave with Full Pay (RSA)	Change Employment Status	none
Leave with Full Pay (ICL)	Fund Swap	Change Employment Status
Leave with Partial Pay	Edit Existing Job (Pay Rate & FTE)	Change Employment Status
Leave without Pay	Change Employment Status	none

RETURN FROM LEAVE ACTION

At the end of the approved leave period, the employee needs to be returned from leave. All non-Big 5 departments should submit a return from leave request through RASR to their HR Business Partner. Be sure to confirm the salary sources.

The following actions are required to return a faculty member from leave:

Type of Leave	First ePAR	Second ePAR
Return from Full Pay (RSA)	Change Employment Status	none
Return from Full Pay (ICL)	Change Employment Status	Funding Swap
Return from Partial Pay	Change Employment Status	Edit Existing Job (Pay rate & FTE)
Return from Leave without Pay	Edit Existing Job	Change Employment Status

RETURN FROM LEAVE — ADDING SECONDARY APPOINTMENT

- If the faculty member had a secondary appointment prior to the leave, the manager needs to let the HR Business Partner know whether the previous stipend and administrative appointment should be added back.
 - If so, alert the HRBP if they need to remove an interim administrative appointment for someone else
- The following actions should be taken to add the secondary appointment back:
 1. Submit a hire ePar to add the secondary appointment with stipend
 - If the stipend was previously approved, a new rainbow form is not needed.
 2. Attach original appointment letter to the ePar
 3. In the comments section, reference that the employee was holding the appointment prior to leave. The appointment was temporarily removed while on leave and is being added back.

FACULTY LEAVE SCENARIO

Professor John Smith has accepted a special assignment with the National Science Foundation from January 1 – December 31. NSF has awarded money to UNC toward their share of the cost of Dr. Smith's assignment.

What type of leave would this be?

Professional Leave with Pay

- It would not be an RSA because Dr. Smith is not doing research.
- It is not an ICL or ECL because it was not a competitive process, **but** it is a professional-type leave (person is serving in a special assignment that benefits UNC).
- It is considered a **leave with pay** because NSF is giving the money to UNC directly vs. the person directly. If NSF were paying Dr. Smith directly, then it would be considered Professional Leave without Pay.

RESOURCES & CONTACTS

- Chair's Manual: [Faculty Development Opportunities](#)
- Academic Personnel: [Faculty Leaves](#)
- Academic Personnel: [Faculty Serious Illness/Parental Leave FAQ's](#)
- Academic Personnel: [Faculty Personnel Forms](#)
- OHR Benefits: [Family Illness Leave](#)
- OHR Benefits: [Family & Medical Leave \(FMLA\)](#)
- OHR Benefits: [Benefits & Leave Forms](#)

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