
UNIVERSITY OF WYOMING REGULATIONS

Subject: Regulations Governing Vacation, Sick Leave, and Compensation for Faculty and University Officers

Number: UW Regulation 2-3



I. BENEFITS PRESERVED

Faculty or University officers whose anniversary date precedes January 20, 1996, shall retain any accrued benefits of employment which may have been earned by such individual while governed by the preceding regulations.

II. VACATION LEAVE

A. Entitlement

1. Each full time faculty and University officer appointed to a fiscal year contract is entitled to twenty two (22) working days of vacation leave with pay annually, accrued at the rate of 1.834 working days per month.
2. Each part time faculty or University officer appointed to a fiscal year contract for the equivalent of twenty (20) to thirty (30) hours per week is entitled to accrue vacation leave with pay at the rate of fifty (50) percent of the full time accrual rate.
3. Each part time faculty or University officer appointed on a fiscal year contract for the equivalent of thirty (30) to forty (40) hours per week is entitled to accrue vacation leave with pay at the rate of seventy five (75) percent of the full time accrual rate.
4. Faculty and University officers whose contract periods are less than twelve (12) months, irrespective of the fact that their salaries may be paid in twelve (12) monthly installments, are not entitled to vacation leave with pay. This includes nine month faculty and University officers who receive time off periods at Christmas, between school terms, etc.

B. Use of Vacation Leave Credits

1. Accrued vacation leave credits may not be utilized until six (6) months of University service have been completed, except as approved by the President for the health and safety of the University. After six (6) months of University service have been completed, vacation leave credits may be utilized when

requested in advance and with the approval of the appointing authority.

2. Vacation leave credits may not accrue beyond the maximum amount which may be earned over two years. Employees terminating for all reasons other than disciplinary may elect a lump sum payment and/or terminal leave; an employee released for disciplinary reasons must take the accrued annual leave in a lump sum. No other type of leave may be used during terminal annual leave except holiday leave.
3. Vacation leave credits may be used within the year in which they are earned. In addition, vacation leave credits earned and unused in the immediately preceding anniversary year which are not utilized in the current anniversary year shall be lost and no compensation shall be paid to faculty or University officers who fail to use their vacation leave entitlement.

C. Changes in Appointment

1. A faculty and University officer accepting appointment to a position which is eligible for accrual of vacation leave under this regulation shall begin accruing vacation leave credits as described in the regulation as of the effective date of such appointment.
2. The vacation leave credit of faculty or University officer accepting an appointment to a position which is eligible for accrual of vacation leave shall be transferred to the department in which he/she is appointed and the vacation leave becomes an obligation of this department.
3. A faculty or University officer accepting an appointment to a position which is not eligible for accrual of vacation leave shall utilize accrued vacation leave credits prior to the effective date of the new appointment.

D. Payment of Unused Vacation Leave Credits

1. Faculty and University officers separating from University service through resignation, termination, permanent disability, or retirement are entitled to be paid for unused vacation leave credits or terminal leave provided six (6) months of service has been completed at the time of separation.
2. The value of unused vacation leave credits earned by a faculty or University officer who dies in University service will be paid as an amount owed to the descendent.

E. Other

1. A faculty or University officer is not entitled to accrue vacation leave credits while on leave without pay, during a break in service or after the last day that service is performed.
2. A faculty member or University officer on a sabbatical leave at full pay is eligible to accrue vacation leave credits at a rate of 1.834 working days per month, and a faculty member or University officer on a sabbatical leave at half pay is eligible to accrue vacation leave credits at a rate of .917 working days per month.
3. Holidays which occur during vacation leave periods will not be charged to vacation leave credits

III. SICK LEAVE

A. Entitlement

Each faculty or University officer appointed on a continuing or temporary basis is eligible to accrue sick leave as follows:

1. A regular full time faculty member or University officer appointed on a continuing or temporary basis shall be eligible to accrue sick leave at a rate of eight (8) hours per paid month of service.
2. A regular part time faculty member or University officer appointed on a continuing or temporary basis for the equivalent of twenty (20) to thirty (30) hours per week shall be eligible to accrue sick leave at a rate of four (4) hours per paid month of service.
3. A regular part time faculty member or University officer appointed on a continuing or temporary basis for the equivalent of thirty (30) to forty (40) hours per week shall be eligible to accrue sick leave at a rate of six (6) hours per paid month of service.
4. Faculty or University officers entitled to accrue sick leave under the provisions of this section are permitted unlimited accrual, except that no faculty member or University officer is entitled to receive credit for more than one hundred and twenty (120) days (24 months) or actual accrual, whichever is less.
5. A faculty member or University officer on a sabbatical leave at full pay is eligible to accrue sick leave at a rate of eight (8) hours per paid month, and a faculty member or University officer on a sabbatical leave at half pay is eligible to accrue sick leave at a rate of four (4) hours per paid month.

6. A faculty member or University officer is not eligible to accrue sick leave during a leave without pay or a break in continuous service.

B. Usage

Accrued sick leave may not be utilized until one month of service has been completed and then only for that portion which has actually accrued. Sick leave may only be used as it is accrued, except when approved by the President for the health and safety of the University.

Faculty and University officers are entitled to utilize accrued sick leave credits whenever they are unable to perform their duties because of temporary disability caused by illness, injury, pregnancy and/or childbirth. Such credits may also be used for medical, psychological, dental or optical examinations or treatment; death in the employee's or employee's spouse's immediate family, including and limited to parent, wife, husband, children, brother, sister, grandmother, grandfather, grandchildren, son in law, daughter in law, or another member of the immediate household; medical care of a member of the employee's immediate family, including and limited to parent, wife, husband, children or another member of the immediate household; or when an employee is exposed to a contagious disease and the employee's physician submits a written recommendation that the employee's presence at work would constitute a health hazard to fellow employees or students. An employee may be required to submit to a medical examination at University expense by a physician selected by the University.

1. Faculty and University officers are eligible to use all sick leave credits accrued (in current and previous years) at full pay.
2. The use of sick leave credits is subject to verification by the appointing authority. Failure to provide appropriate written medical documentation when requested in writing may result in the faculty member or University officer being placed on leave without pay for the period in question, or disciplinary action may be initiated by the appointing authority.
3. A faculty member or University officer unable to report to work and planning to utilize sick leave credits must notify his or her immediate supervisor as soon as possible on the first day of absence, and on subsequent days of absence if unable to determine an exact date of return due to the nature/seriousness of the situation.
4. Sick leave credits will not be charged against the accrued balance whenever a University observed holiday or other non working day occurs during sick leave.
5. If approved by the appointing authority or designated supervisor, a faculty

member or University officer may use sick leave credits instead of vacation credits if the employee becomes disabled or ill while on vacation provided satisfactory medical verification is submitted upon return to work.

6. If a faculty member or University officer has accrued a minimum of eighty (80) hours of sick leave, they may donate up to sixteen (16) hours of sick leave in any calendar year to another benefitted University employee who has an immediate and reasonable need for such assistance, has exhausted his/her available sick leave and vacation leave, and has a minimum of six months benefitted service to the University of Wyoming. The Director of Personnel Services must receive a written statement specifying the number of hours donated and the name and department of the employee to whom the donation is made. A copy of this statement is retained by the appointing authority. Donations of sick leave will be used in the order they are received. Unused sick leave donations are credited back to the original donor(s) when the recipient returns to work or no longer has an immediate and reasonable need for the leave.

C. Separation from University Service

1. When a faculty member, academic professional, or University officer is separated from University service because of termination, resignation, permanent disability or death, the faculty member, academic professional, or University officer shall receive payment for one-half (1/2) of the current sick leave balance as of the employee's termination date, but in no circumstances will the payout exceed a total of 480 hours. For the avoidance of doubt, the payment of sick leave will be calculated using the employee's annual salary on the employee's last working day.
2. When a faculty member, academic professional, or University officer is granted Board Retirement under UW Regulation 5-2, he or she shall be eligible for the benefits listed in UW Regulation 5-2.VI.C.

D. Reporting

Each faculty member or University officer missing work due to illness; injury; pregnancy; childbirth; medical, dental or optical examinations/treatment; death in the employee's family or medical care of a family member; or when exposed to a contagious disease, shall be responsible for completing the approved sick leave record for the appointing authority who must submit the record to the Human Resources Office pursuant to established personnel policies and procedures.

E. Other

A faculty member or University officer is eligible to use sick leave credits only during his or her obligated period of service which terminates the last day that service is performed.

IV. COMPENSATION

A. Initial Appointment

The initial appointment, including designation of the starting salary or rate of pay, for newly appointed faculty and University officers shall be authorized as follows:

1. Faculty

- a.** Full time members of the faculty are subject to appointment by the Trustees. Recommendations for such appointments shall be initiated by the head of the unit in which the appointment occurs, after full consultation with members of the unit. Recommendations shall then be forwarded through the appropriate academic and/or administrative officers, who shall add their recommendations, to the President of the University for recommendation to the Trustees.

The recommendation for appointment of a full time faculty member submitted by the head of the unit through appropriate academic and/or administrative channels to the Trustees shall be accompanied by a recommendation for a starting salary or rate of pay. The recommendation for a starting salary or a rate of pay shall be based upon academic rank, academic assignment, academic credentials and market conditions.

- b.** Part time members (including summer school) of the faculty shall be appointed by the President of the University. Recommendations for such appointments shall be initiated by the head of the unit in which the appointment occurs. Recommendations shall then be forwarded through the appropriate academic and/or administrative officers, who shall add their recommendations.

The recommendation for appointment of a part time faculty submitted by the head of the unit through appropriate academic and/or administrative channels to the president shall be accompanied by a recommendation for a starting salary or rate of pay. The recommendation for a starting salary or rate of pay shall be based upon academic assignment, academic credentials and market conditions.

- c. An adjunct or clinical appointment, and starting salary or rate of pay, if any, shall be made in the same manner provided for the initial appointment of a full time member of the faculty.

2. University Officers

- a. A full time continuing University officer, as defined in UW Regulation 1-1, shall be subject to appointment by the Trustees. Recommendations for such appointments shall be initiated by the head of the unit in which the appointment occurs, except that:
 - i. The President shall be responsible for initiating the recommendation for a vice president and an assistant to the president, including a special assistant or any other University officer reporting directly to the President;
 - ii. The chair of a search committee established by the President shall be responsible for submitting recommendations to the President for an appointment of a vice president or such other University officers as the President may designate;
 - iii. The chair of a search committee established by a cognizant vice president shall be responsible for submitting recommendations to the cognizant vice president for an appointment of a dean or director reporting to the cognizant vice president, or such other University officers as the cognizant vice president may designate; and
 - iv. The chair of a search committee established by a cognizant dean shall be responsible for submitting recommendations to the cognizant dean for an appointment of a department head or director reporting to the cognizant dean, or such other University officers as the cognizant dean may designate
 - v. The recommendation for an appointment of a full time University officer initiated by the head of a unit shall be forwarded through the appropriate administrative officers, who shall add their recommendations, to the President of the University for recommendation to the Trustees.

The recommendation for appointment of a full time University officer submitted by the head of the unit through appropriate administrative channels to the Trustees shall be accompanied by a recommendation for a starting salary or rate of pay. The recommendation for a starting salary or rate of pay shall be based upon level of responsibility, appropriate credentials and market conditions.

- b. A part time, temporary or fixed term University officer shall be subject to appointment by the Trustees, and shall comply with the provisions of the appointment process for a full time University officer, except that the President of the University may authorize the waiver of the requirement for a search committee for a part-time, temporary or fixed term University officer. The President may not authorize a waiver of the requirement of a search committee for the appointment of a University officer to be appointed to a fixed term of more than two years.

B. Changes in Salary Rates

Prior to the beginning of each fiscal year, faculty and administrative officers shall be advised by the President, or the President's designee, of any changes in individual salary rates being recommended to and subsequently approved by the Trustees of the University of Wyoming.

In order to receive a uniform salary increase, a faculty member or a University officer on a continuing full time or part time appointment shall not have received less than a satisfactory performance rating for the last performance appraisal period, shall not have had disciplinary action imposed during the preceding six (6) months, and shall have completed a minimum of one academic term of six months, whichever is less, of continuous employment with the University.

In order to receive a merit salary increase, a minimum of one academic term of employment at the University shall have been completed.

In order to receive a salary increase for a promotion in rank, a faculty member must be recommended for promotion as prescribed by UW Regulation 2-1.

The effective employment date for continuing faculty and administrative officers, whether academic year or fiscal year appointments, is July 1, and any changes in individual salary rates authorized by the Trustees are effective on July 1 for continuing faculty and administrative officers.

All changes in salary rates provided in this section are subject to the availability of funds and the adoption of a salary administration policy by the Trustees.

1. Changes in Appointment

A faculty member appointed to a position as a University officer, or a University officer transferred or promoted to another position as a University officer is subject to the appointment procedures for University officers, including the establishment of the starting salary or rate of pay, as prescribed by this section.

A University officer appointed or reappointed to a faculty position or departing a University officer position but retaining a faculty position shall be subject to the following provisions:

- a.** The reassignment or assignment or retention of a full time or part time faculty position shall be on the basis of an academic year appointment as defined by UW Regulation 2-1 except when the standard appointment in the academic unit in which the appointment occurs is other than an academic year appointment; and
- b.** The salary rate for the position into which the individual is reassigned, assigned or retained is:
 - i.** For vice presidents, associate vice presidents, and deans of academic colleges returning to a previously held faculty position at the University, the academic year salary at the time of their appointment as a University officer increased by the average annual merit and market based salary increases within their department during their service as a University officer.
 - ii.** For vice presidents, associate vice presidents, and deans of academic colleges who did not hold a faculty position at the University prior to their appointment as a University officer, at the time of their appointment as a University officer, it shall be established as provided in this subparagraph. At the time the person is appointed as a University officer, the Vice President for Academic Affairs, with the approval of the President, shall establish an academic year salary at a market rate based on comparator institutions for the rank in the department in which the University officer holds an appointment. Upon reassignment, assignment or retention to an academic appointment, the person's salary shall be the salary established at the time of appointment as a University officer under this subparagraph increased by the average annual merit and market based salary increases within that department during their service as a University officer.
 - iii.** For all other University officers, a salary recommended by the Vice President for Academic Affairs and approved by the President.

2. Sabbatical Leaves

The salary rate for sabbatical leaves for faculty, as authorized by the UW Regulation 2-1 are:

- a.** A sabbatical leave for a full contract year shall be compensated at a rate

equal to sixty (60) percent of the faculty member's annual salary rate;

- b.** A sabbatical leave for half of a contract year shall be compensated at the annual salary rate.

While on sabbatical leave, grants and other forms of non-University compensation may be accepted. The University shall not, however, be obligated to pay the individual more than the amount of sabbatical compensation which, when added to the non-University sources of compensation, will equal the faculty member's full regular salary for the period of the sabbatical leave.

A faculty member who fails to return to the University for at least one academic year immediately following their sabbatical leave shall be obligated to repay the amount of compensation received from the University during the period of sabbatical leave.

University officers, in their capacity as University officers, are not generally eligible for University sabbatical leaves.

3. Summer School

- a.** Faculty members shall be appointed to the Summer School by the President of the University upon the recommendation of the Provost. Recommendations for such appointments shall be initiated by the head of the unit in which the appointment occurs and are submitted to the Provost through the regular academic and/or administrative process.
- b.** The salary for regular University faculty members appointed to summer school positions is determined on the basis of twenty-two and two-tenths (22.2) percent of an academic year salary for a six credit hour load.
- c.** The salary rate for faculty members who are not regular University faculty but are appointed to summer school positions is subject to the approval of the President upon the recommendation of the Provost. The recommendation for the appointment initiated by the head of the unit in which the appointment occurs shall be accompanied by a recommendation for a salary rate. The recommendation is submitted to the Provost through the regular academic and/or administrative process. The recommended salary rate shall be based upon academic assignment, academic credentials and market conditions.

4. Reappointments

A faculty member or University officer reappointed by the University following a break in service is not entitled to any appointment or salary considerations, and is subject to all provisions of the initial appointment section of this regulation.

5. Temporary Salary Increase

A temporary increase in salary rate may be recommended for a faculty member or a University officer designated to perform the duties and responsibilities of a faculty member or University officer to be absent for two months or more but less than two (2) years or to temporarily fill a vacant position.

Temporary increases for a faculty member or a University officer for up to four (4) months maybe authorized by the President upon the recommendation of the cognizant vice president. Temporary increases for a faculty member and a University officer for a period in excess of four (4) months require authorization from the Trustees of the University.

6. Salary Payment

- a.** The salaries of full time faculty and University officers on either academic year or fiscal year appointments shall be paid in twelve (12) monthly installments.
- b.** The salaries of part time faculty and University officers employed for the equivalent of half time or more on either academic year or fiscal year appointments shall be paid in twelve (12) monthly installments.
- c.** The salaries of part time faculty and University officers employed for the equivalent of less than half time on either academic year or fiscal year appointments shall be paid in monthly installments during the period of active employment.
- d.** Exceptions to paragraphs a, b and c of Section 6 include, and are limited to, faculty and University officers appointed on a fixed term basis not to exceed one academic year or summer session; salaries of such faculty or University officers shall be paid in monthly installments during the period of active employment.
- e.** Salaries of faculty members on academic year appointments who terminate at the conclusion of an academic year and are not continuing on either a summer school appointment or an academic year appointment may request payment in full of all earned salary at the conclusion of the academic year.

All such requests are contingent upon the authorization of the cognizant dean and vice president. The faculty member requesting and receiving payment in this manner forfeits University payment of all benefits which normally accrue to faculty whose salaries are paid in twelve (12) monthly installments.

- f. Salaries of faculty members on academic year appointments who terminate at the conclusion of an academic year will normally, except as provided in paragraph e of this section, be paid in twelve (12) monthly installments, and, therefore, will continue to receive all benefits normally accruing to faculty whose salaries are paid in twelve (12) monthly installments.

7. Other

- a. Faculty and University officers are not eligible for overtime compensation.
- b. Supplementary income provisions are described in the UW Regulation 5-1.

Effective Date: July 1, 2018

Responsible Division/Unit: Office of the Provost and Vice President for Academic Affairs

Source: None

Links: <http://www.uwyo.edu/regs-policies>

Associated Regulations, Policies, and Forms: None

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Vacation, Sick Leave, and Compensation