Effective August 13, 2009

Letter from the President

Rules and Regulations

Adjunct Handbook

Print using your browser's print function.

Faculty Handbook

Print using your browser's print function.

Staff Handbook

Print using your browser's print function.

Annual Leave for Academic Faculty on Twelve Month Appointment

Employees covered by this policy

This policy applies to all Faculty employees at LU and applicants of positions.

Policy

Faculty in twelve-month positions shall be entitled to accumulate annual leave as follows:

- Faculty with less than ten (-10) years of total university service earn ten (10) hours of annual leave each pay period with a maximum annual leave balance of 240 hours (i.e., a cap of thirty days or two times the annual total of fifteen days).

- Faculty who have completed ten (10) years of total university service earn twelve (12) hours of annual leave each pay period with a maximum annual leave balance of 288 hours (i.e., a cap of thirty-six days or two times the annual total of eighteen days).

- Faculty who have completed fifteen (15) years of total university service earn fourteen (14) hours of annual leave each pay period with a maximum annual leave balance of 336 hours (i.e., a cap of forty-two days or two times the annual total of twenty-one days).

  The rate of accrual of annual leave is based on total uninterrupted years of service at the university, not on years in a particular position.

  Faculty may accumulate more annual leave than their allowed maximum until June 30 of any year. After June 30, any excess annual leave over an employee's maximum balance is reduced to the maximum, at which time the employee can begin accumulating above the maximum.
- Employees who earn 10 hours of annual leave: maximum annual leave balance is 240 hours.
- Employees who earn 12 hours of annual leave: maximum annual leave balance is 288 hours.
- Employees who earn 14 hours of annual leave: maximum annual leave balance is 336 hours.

Any faculty member entitled to annual leave that has resigned or otherwise separated from university service shall be entitled to receive reimbursement

for the amount of this accrued leave which does not exceed the maximum allowable accumulation.

Professional tutors do not accrue vacation leave.