

### What is the Faculty/AP Sick Leave Advance?

Effective August 1, 2011, all new (or newly benefits-eligible) Faculty or Administrative Professional (AP) employees will be given an advance of the sick leave they would accrue during their first year in a benefit-eligible status. Faculty on Regular, Special or Senior Teaching or Temporary appointments at half time or greater and APs with a Regular, Special or Temporary appointment at half-time or greater will receive the advance at the time of initial appointment because of the immediate benefit eligibility. The actual amount of sick leave advance you may be eligible for is dependent upon your previous leave accruals at the time of your benefits eligibility.

Employees are allowed to use sick leave that has been advanced but will not earn any additional leave until all hours advanced have actually been accrued. It is possible that it will take the employee more or less than one (1) year to earn the amount of sick leave advanced and begin accruing additional sick leave (e.g., accruals at the time of a conversion, change in FTE, LWOP status, etc.)

### Are current employees allowed an advance on their leave?

The policy is effective August 1, 2011, and applies going forward from that date. Current employees are not given an advance nor can they borrow against future accruals.

### Is Annual Leave also advanced?

No, only sick leave will be advanced. Annual leave will continue to accrue monthly and be available for use the month after it is earned.

### How is the Advance calculated?

The advance is calculated by factoring in FTE and category at the initial appointment or the beginning of benefit eligibility. For example:

- 9-Month Regular Faculty hired 8/16/13 at 100% would receive an advance of 90 hours (a full-time employee accrues 10 hours of sick leave per month \* 9 months)
- 12-month Temporary AP at 75% hired on 9/1/11 would receive an advance of 60 hours (Faculty or AP employees on temporary appointments of less than full-time, but at least half-time earn five hours of sick leave per month x 12 months = 60 hours)
- 12-month Special AP at 80% would receive an advance of 96 hours (STET appointments of less than full-time, but at least half-time earn sick leave prorated by the part time fraction of their appointment: 80% of 10 hours accrued per month is 8 hours/month x 12 months = 96 hours)

### What if an employee's FTE changes mid-year? Are they given the additional hours that would have been advanced if their FTE increases or are hours deducted from their advance if their FTE decreases?

The advance is calculated only at the time an employee initially becomes benefit eligible. No adjustments are made based on changes following the initial eligibility. If an individual reduces his or her FTE (earns less leave per month than originally anticipated) they may require more than one year to accrue enough leave to offset the advance.