UNITED ACADEMICS PROPOSAL

ARTICLE 24

LEAVES

Leave Policies on Website

Section 1. The University Administration will maintain all of the leave policies applicable to bargaining unit faculty members on the Human Resources website.

Sick Leave

Section 2. Bargaining unit members appointed at 1.0 FTE will be credited with eight hours of sick leave for each full month of employment, or two hours for each full week of employment less than one month. Faculty employed at .5 FTE or greater will be credited with a pro rata amount. Bargaining unit faculty members appointed at less than .5 FTE are not eligible to earn sick leave.

All bargaining unit faculty at .50 FTE and above will be credited with eight (8) hours of sick leave for each full month of employment, or two (2) hours for each full week of employment less than one month. Bargaining unit faculty employed at less than .50 FTE will be credited with a pro rata amount.

Sick leave is not earned or used during sabbatical leave, fellowship leave, career development leave, or leave without pay. Sick leave credit shall be earned during sick leave with pay and during other periods of paid leave. There is no limit on the amount of sick leave that may be accrued.

Section 3. Bargaining unit faculty members who have earned sick leave credits must use and must record the use of sick leave for any period of absence during the faculty member’s regular work hours on a day that the University is open during the term of the employee’s appointment if the absence is due to the employee’s illness, injury, pregnancy or other conditions, medical or dental care, exposure to contagious disease, or attendance upon members of the employee’s immediate family (employee’s parent(s), spouse or partner, spouse or partner’s parent(s), children, brother, sister, grandmother, grandfather, son-in-law, daughter-in-law, or another member of the immediate household) where the employee’s presence is required because of illness; or for any period of absence that is due to a death in the immediate family of the bargaining unit faculty member or in the immediate family of the bargaining unit faculty member’s spouse or partner.

The University Administration may require a physician’s certificate to support the sick leave claim for any absence in excess of 15 consecutive days or for recurring sick leave use. The University Administration may require a physician’s certificate before allowing
the bargaining unit faculty member return to work to certify that the return would not be
detrimental to the bargaining unit faculty member or to others. Transfer of sick leave for
use by another University employee is not permitted.

Section 4. Bargaining unit faculty are eligible for salary continuance under the Short-
Term and Long-Term Disability Insurance policies made available through the University
Administration.

Section 5. A bargaining unit faculty member is entitled to transfer to the University with
any all unused sick leave earned with any Oregon public university, provided the break in
service prior to transfer does not exceed one month. A bargaining unit faculty member
who leaves employment with the University, and then is rehired before the end of the
fiscal year of the last day of employment, is entitled to reinstate the previous unused,
accrued sick leave. A bargaining unit faculty member who terminates employment is not
entitled to compensation for unused sick leave including in the calculation of retirement
benefits under PERS.

Section 6. Bargaining unit faculty employed at .50 FTE or greater to teach summer
session or to work on summer wage appointments are eligible to accrue and to use sick
leave during the period of such appointment.

Parental Leave

Section 7. The University will provide bargaining unit faculty members with leave upon
the birth or adoption of a child as provided by the Family Medical Leave Act (FMLA)
and the Oregon Family Leave Act (OFLA). A bargaining unit faculty member who takes
parental leave under FMLA or OFLA may take the first six work weeks of such leave
with pay. The bargaining unit faculty member must first use any available short term
disability insurance benefits, and all accrued vacation leave and all but 80 hours of sick
leave. If the bargaining unit faculty member does not have sufficient accrued disability
insurance and paid leave, the University will provide the faculty member with the
necessary amount of paid parental leave to allow the faculty member to receive a total of
six weeks paid parental leave. If both parents are employees of the University, only one
parent is entitled to this additional paid leave. When both parents are eligible bargaining
unit faculty members, both parents are eligible to receive paid parental leave. Faculty
may use accrued sick leave for his or her remaining six weeks of parental leave (for a
total of 12 work weeks of leave). In the event that the faculty member does not have
sufficient accrued sick leave, employees may borrow advanced sick leave for the
remainder of the last six work weeks pursuant to Section 21 below. Based on the timing
of the birth or adoption, this paid leave may extend into a second term or semester.

Section 8. In addition to the paid family leave described above, an eligible faculty
member has the option, within six months after the birth or adoption of a child, to take up
to one term of modified duties at full pay status. Modified duties status provides full or partial release from classroom and classroom-related teaching responsibilities at full pay following birth or adoption, without using accrued or advanced sick leave. Any release from or reduction of teaching responsibilities does not mean that the faculty member will be required to carry more than a normal load before or after the leave.

Section 9. To be eligible for family leave and modified duties as described this Article, bargaining unit faculty members must be in the Career NTTF or Tenure-Track Professor classifications. When both parents are eligible bargaining unit faculty members, both parents are eligible to receive family leave and modified duties status as described in this policy. Use of these benefits shall not adversely affect the bargaining unit faculty member's standing or salary in any manner.

Section 10. Bargaining unit faculty members in the Tenure-Track and Tenured Professor classification who experience pregnancy, childbirth, or the adoption of a child and/or utilize parental leave shall have the option of an additional probationary year before a tenure or promotional review.

Vacation Leave

Section 11. Vacation means absence from work permitting rest and recreation for a specified period of time during which regular compensation continues. Bargaining unit faculty members gain vacation privileges when employed at .50 FTE or more on a 12-month appointment.

Section 12. Eligible bargaining unit faculty members accrue vacation on a monthly basis, beginning the first of the month following date of hire or on the first of the month if an employee is hired the first working day of the month. Vacation accrues on the last day of the month and is available for use the first day of the next month, subject to the restrictions in Section 14 of this Article. Faculty members who have a 9-month appointment and are subsequently appointed to a 12-month contract shall receive credit for the previous 9-month appointment on a pro-rata basis.

Eligible bargaining unit faculty members with a 12-month, 1.0 FTE appointment accrue 15 hours of vacation per month; eligible bargaining unit faculty members on a .50 FTE or more 12-month contract accrue vacation in proportion to their FTE.

Section 13. No employee may accrue in excess of 260 hours, and any accrued vacation leave in excess of this cap will be forfeited.

Section 14. If an eligible bargaining unit faculty member transfers to the University from another unclassified position at an Oregon public university and remains eligible for
vacation accrual, he or she shall transfer all accrued vacation leave to the new position at
the University, unless the break in service exceeds 30 days.

Section 15. The accrual of vacation leave is reduced on a pro-rata basis for a period of
leave without pay, sabbatical leave and educational leave. Vacation leave is accrued
during other periods of paid leave.

Section 16. Bargaining unit faculty members are not entitled to payment for unused
vacation leave except upon termination of employment or upon transfer within the
University to another position if the faculty member is not eligible for vacation benefits
in the new position. The maximum number of hours that can be paid upon termination or
transfer is 180 hours.

Section 17. Vacation leaves are scheduled with the approval of the bargaining unit
faculty member’s supervisor and should be planned cooperatively. Supervisors must be
reasonable in allowing the use of vacation leave and may not unreasonably deny vacation
requests where the result would be forfeiture of accrued vacation. For purposes of
calculation, one normal work day is the equivalent of eight hours of vacation leave for a
full-time employee.

Section 18. Bargaining unit faculty members must accurately record all vacation hours
used. The transfer of vacation time for use by any another employee of the University is
not permitted.

Holidays and Paid Leave During Breaks

Section 19. Bargaining unit faculty members earn the following paid holidays and
cannot be required to work on these holidays:
New Year’s Day
Martin Luther King, Jr.’s Birthday
Memorial Day
Independence Day
Labor Day
Thanksgiving
Day after Thanksgiving
Christmas Day

Section 20. Bargaining unit faculty members who do not earn vacation will be
considered to be on paid leave during the week between Christmas and New Year’s Day,
and during the week of Spring Break.

Leave Without Pay
Section 21. A bargaining unit faculty member may petition the Provost or designee to be granted leave without pay. The granting of leave without pay is in the discretion of the Provost or designee. If granted, leave without pay may not exceed two academic or fiscal years, depending on the appointment.

Section 22. Bargaining unit faculty members are eligible for salary continuance for up to ninety (90) calendar working days of absence due to illness through a combination of accrued sick leave and advance of sick leave. Each faculty member employed at .50 FTE or greater is entitled to receive a sick-leave-with-pay advance as needed to provide the difference between sick leave earned as of the onset of the illness or injury and 90 calendar working days; faculty employed at less than .50 FTE are eligible to receive a sick-leave-with-pay advance proportional to FTE to provide the difference between sick leave earned as of the onset of the illness or injury and a prorate of 90 calendar working days. As sick leave is earned, the amount shall replace any sick leave advanced until all advanced time is replaced with earned time. More than one sick leave advance is possible as long as the total advance does not exceed 90 calendar working days. Bargaining unit faculty on fixed term appointment cannot receive an advance that extends beyond the end date of the fixed term appointment except upon written approval of the Provost or designee.

Compliance with Laws

Section 24. The University will comply with applicable state and federal laws, including the ADA, and the FMLA, regarding leaves and the accommodation of disabilities.

Joint Committee to Explore a Sick Leave Bank

Section 25. The Union and the University Administration agree to form a Joint Committee charged with exploring the feasibility of establishing a Faculty Leave Bank.

a. Composition. The Joint Committee shall be made up of three members appointed by the Union and three members appointed by the Provost or designee.

b. Mission. The Joint Committee shall meet at least four times during the 2014-15 academic year. The committee will study Faculty Leave Banks at other college or Universities, explore the technical aspects of creating a Faculty Leave Bank system, and attempt to cost out the creation of a Faculty Leave Bank at the University of Oregon.