

UWG Extended Leave and Funding for Replacement Personnel

Extended Leave - Extended leave is defined as time away from work for a period of 15 consecutive business days or greater. Extended leave periods can be paid or unpaid. An example of paid extended leave is the use of accrued sick leave and an unpaid option would be time approved by the Family Medical Leave Act (FMLA). Educational and professional leave, as discussed in Board of Regents Policy 8.2.7.4, is not included as extended leave for purposes of replacement personnel funding.

Funding - UWG will make \$100,000 from its reserve funds available annually to fund this initiative. Unused funds will remain in the reserve. Should these funds become depleted within a fiscal year, the division, department or unit with the employee on leave will be responsible for any continuing personnel expenses.

Replacement Personnel - Temporary positions will be staffed by retired faculty and staff as well as other qualified temporary and/or full-time employees. The Director of Community Engagement will serve as the retired faculty and staff liaison working closely with HR to reconstitute active employment. HR will review all positions prior to filling to ensure that duties, responsibilities, and compensation rates are appropriate.

Benefits Coverage - Employees selected to provide coverage during extended leave periods are considered temporary and will not be eligible for benefits. Temporary employees should generally work less than 30 hours per week on average and will not be allowed to work more than 12 consecutive months. Departments needing temporary coverage beyond 30 hours per week and/or 12 months may be subject to healthcare benefits per the Affordable Care Act (ACA). Temporary positions that will require healthcare benefits must be approved by the department's respective Vice President and Human Resources prior to engaging in temporary services.

Procedures:

Faculty - Upon evaluation of the expected time period of extended leave of a faculty member (minimum 15 consecutive business days), the Department Chair will provide an "Extended Leave Assistance Grant Request" to his/her Dean. The request will identify the class(es) needing coverage, the estimated period of time if determinable, the recommended appointment (part-time, adjunct, overload full-time, or retired faculty pool), and the total compensation needed to fulfill the teaching obligation (\$3,000 per 3 credit hour course, per full semester - prorated pending estimated leave period). The request must be approved by the Dean, the Provost and finally the President. Once approved, those funds set aside for the replacement personnel will be provided directly to the Provost for dissemination to the College/Department to cover the assignment. Pending the accumulated leave balance of the faculty member, the College/Department will assume responsibility for compensation obligations of the temporary faculty upon the termination of leave balance appropriated to the faculty member on leave.

Staff - Upon evaluation of the expected time period of extended leave of a staff member (minimum 15 consecutive business days), the direct supervisor will provide an "Extended Leave Assistance Grant Request" to his/her supervisor. The request will identify the work load/position description needing coverage, the estimated period of time if determinable, the recommended appointment (part-time, overload full-time, or retired staff pool), and the hourly compensation needed to fulfill the staffing obligation. The request must be approved by the supervisor, the Department Chair or Director (if applicable), the Dean (if applicable), the appropriate Vice President and finally the President. Once approved, those funds set aside for the replacement personnel will be provided directly to the Vice President for dissemination to the Department or Unit to cover the assignment. Pending the accumulated leave balance of the staff member, the Department and/or Unit will assume responsibility for compensation obligations of the temporary staff upon the termination of leave balance appropriated to the staff member on leave.