Policy *313* Version 1 *042215*

**Policy Change Cover Sheet**

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| **This form must be attached to each policy presented. All areas in red, including the header, must be completed; if not, it will be sent back to you for completion.** |
|  | *I****f the changes you are requesting include housekeeping, please submit those changes to*** ***ndsu.policy.manual@ndsu.edu*** ***first so that a clean policy can be presented to the committees.*** |
| **SECTION**:  | Policy 313 Annual Leave and Sick Leave |
| 1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).**
 |
| * Is this a federal or state mandate? [ ]  Yes [x]  No
* Describe change: Removing limited term language as all changes for faculty from a 12 month to less than 12 month appointment receive a payout of their annual leave.
 |
| 1. **This policy change was originated by (individual, office or committee/organization):**
 |
| * HR/Payroll April 22, 2015
* Brittnee.nikle@ndsu.edu
 |
| ***This portion will be completed by Mary Asheim.***Note: Items routed as information by SCC will have date that policy was routed listed below. |
| 1. **This policy has been reviewed/passed by the following (include dates of official action):**
 |
| **Senate Coordinating Committee:** |  |
| **Faculty Senate:** |  |
| **Staff Senate:** |  |
| **Student Government:** |  |
| **President’s Cabinet:** |  |

The formatting of this policy will be updated on the website once the **content** has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to ndsu.policy.manual@ndsu.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

**North Dakota State University
Policy Manual
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**SECTION 313
ANNUAL LEAVE AND SICK LEAVE**

### SOURCE: NDSU President

1. **ANNUAL LEAVE**

1.1 All 12 month faculty shall be entitled to annual leave at the rate of 16 hours per month, 24 days per year.

1.2 Leave benefits are not granted to faculty on an academic year (9, 10, or 11 month) contract. See Section 320 of this Manual.

1.3 Annual leave earned by a faculty member or other academic staff employee on 12 month appointment will be paid upon termination of the 12 month appointment.

1. **SICK LEAVE**

2.1 Sick leave for full-time 12-month faculty accrues on the basis of one working day per month of service. Sick leave accumulation is unlimited.

2.2 Faculty on an academic year appointment are not entitled to sick leave within this definition. See Section 320 of this Manual.

For general policies regarding annual and sick leave, see Sections 130 and 143.

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HISTORY:
New July 1990

Amended October 2007

Amended April 2010