

UNAC
FACULTY TIME OFF (FTO)
GUIDELINES
ARTICLE 16.5

Many questions have arisen due to changes in the UNAC Collective Bargaining (CBA) particularly those related to faculty time off (FTO). As stipulated in Article 16.5 of the 2014 - 2016 CBA, faculty are provided 15 days of time off during the nine month or an alternate contract period. These 15 days off are in addition to the university observed holidays. Faculty members on contract extensions may earn additional FTO as outlined in the CBA.

Until now, as professional salaried employees most faculty were not asked or expected to fill out a time sheet indicating use of time off. With this CBA, expectations have changed. All faculty are required to fill out and submit an on-line time sheet via [UA Online](#) showing their leave usage. Faculty are **required** to electronically submit a time sheet when using FTO, sick leave or other miscellaneous leave or a paper time sheet if the UAOnline pay period [submission deadline](#) has passed.

We understand that some UNAC faculty may be unaware of the CBA provision and have never received guidance or instructions on using UAOnline, and how they should charge FTO, sick leave and holidays. For those who are not yet aware, the University has a web-based program called UAOnline, which provides all employees with access to personal information, time sheets, paystubs, W2 information, and access to their available sick leave and FTO balance.

The following are the UAOnline instructions for reporting FTO, sick leave and other miscellaneous leaves (holidays report automatically) using the web-based UAOnline program.

1. Login to UAOnline: <https://uaonline.alaska.edu> using your UA username and password
2. Select "Employee Services"
3. Select "Time Sheet"
4. Under My Choice, select the applicable job (if you have more than one job assignment)
5. Select the applicable "Pay Period and Status" from the drop-down menu
6. Select "Time Sheet"
7. Enter any leave hours taken on the appropriate day(s). Select FTO from the drop-down menu for the holiday closure period (ex: 12/28, 12/29 and 12/30, 2015) and enter 8 hours each day or prorate accordingly
8. The FTO Earnings Code is 425, the sick leave Earnings Code is 550
9. University recognized holidays are automatically designated in UAOnline, and time entry is restricted
10. Verify labor distribution – make changes as necessary
11. Select "Save" and check for errors or warnings at the top of the screen
12. Select "Submit for Approval"
13. Select "Agree"
14. Review the screen to verify your time sheet was submitted without any errors or warnings
15. To exit UAOnline, select "Log Out" at the top-right of the page

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Your UAOnline account will reflect the number of hours you have available for FTO. The UNAC CBA requires that 3 of the 15 days of FTO must be taken during the Winter Closure period. The remaining days/hours (based upon use) shall be used when faculty are not doing the work of the university, and classes are not in session. These periods are typically:

- before classes begin in the Fall semester, and when faculty are on-contract and being paid by the University
- after classes have completed in the Fall semester and grades have been turned in and faculty are being paid by the university
- in January when the universities reopen (after the holiday closure period) for business and faculty are on contract and being paid by the University, and before Spring classes begin,
- Spring Break, and
- when Spring classes end and faculty are still on contract and being paid by the University, and before faculty go off-contract.

For faculty such as Library, Cooperative Extension, Marine Advisory Program and Research faculty, who do not have a workload assignment to teach regularly scheduled classes, FTO may be taken when it does not interfere with fulfillment of the assigned workload.

Faculty are expected to charge FTO during periods when they are not carrying out assigned university workload activities during the University workdays of Monday through Friday, unless they are eligible for approved leave on a given day, such as sick leave. Reasonable variations of faculty work schedules, when the expected workload is accomplished do not require the use of FTO. Like other professional employees, faculty should consider their entire effort over a specific reporting period (each two week pay period). Deans and directors will determine if a work schedule variation is reasonable. Not all faculty work schedules will meet the needs of the University, and they may be denied.

When classes are in session, faculty are required to obtain advance written approval (email is fine) from the dean, director or designee to use FTO. The dean, director or designee may require that a faculty member have a plan in place to ensure that their classes will be taught by a university approved substitute, or that alternate instructional activities will be substituted on the day of the absence.

When classes are not in session, or when faculty do not have a regularly scheduled class assignment, faculty shall notify their dean, director or designee of a planned absence, following procedures established within the college, school, institute or other unit employing the faculty member. In all cases, faculty must report FTO on their timesheet submitted through UAOnline.

Faculty receive a specified amount of FTO as defined in the CBA. Faculty who use in excess of their available FTO will have those hours cascade into leave without pay (LWOP). It is important for faculty to monitor and manage their use of FTO. Faculty cannot charge more

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hours than they have available to FTO. Faculty cannot use FTO during periods of Sabbatical Leave, LWOP, or during contractual assignments with university units that are not the primary employer(s). (i.e., Summer Sessions, during summer additional assignment(s)).

FTO does not accrue from one contract period to the next. Faculty either take the time off or it is lost at the end of each fiscal year on June 30th. FTO has no cash value. The UAOnline system will zero out any remaining FTO hours at the end of each fiscal year. In mid-July of each new fiscal year FTO buckets will be refilled with the 15 days of FTO (this will happen on July 21, 2015 for FY16). For faculty on contract extensions, the faculty member and department support staff must work collaboratively with their HR consultant to adjust FTO buckets. Faculty will **not** be able to report FTO through UAOnline during the month of July until the FTO bucket has been refilled (mid-month). Faculty can submit a revised paper time sheet indicating use of FTO in early to mid-July of each year.

The CBA clearly outlines that faculty are expected to be on campus for convocation, registration, student advisement, graduation, regularly scheduled faculty meetings, and other activities specified in their appointment letter. Faculty are required to establish, post, and maintain reasonable office hours, which will meet the educational and programmatic needs of the university. Faculty shall participate in all University required training including Title IX, FERPA and other required training(s) as determined by the University.

Questions regarding the use of FTO, Sick Leave, other miscellaneous leave and holidays should be directed to your individual campus HR Office or your UNAC representatives.