To: All University of Alaska Provosts
From: Tara Ferguson, Director of Labor and Employee Engagement
Date: March 31, 2021
Re: Updated FTO Guidelines

The following guidelines were developed to assist faculty members and supervisors on the appropriate use and documentation of Faculty Time Off.

**UNAC Collective Bargaining Agreement Faculty Time Off**

Article 16.5 of the United Academics (UNAC) Collective Bargaining Agreement (CBA) provides represented faculty members with 15 days of Faculty Time Off (FTO) during the nine-month contract period each academic year. This is in addition to all of the university observed holidays listed in Article 16.4. Faculty members who work on a “plus month” contract extension (1, 2, or 3 months) outside of their nine-month assignment will receive two days of faculty time off for each additional month of a full-time appointment. For faculty on plus month contract extensions, the adjustment is not automatic therefore the faculty member in coordination with the department HR coordinator **MUST** request adjustment of the leave balances accordingly. For May/June contract extensions, 2 days of FTO will be applied to the leave balance and must be used prior to the end of the fiscal year (June 30th). Contract extensions in July through August will accrue FTO and that time can be used during the new fiscal year. FTO hours used in excess of the available FTO will roll into leave without pay (LWOP). Faculty must have approval prior to taking leave without pay (LWOP).

Time off for appointments at less than full time shall be prorated accordingly. Faculty cannot use FTO during periods of Sabbatical Leave, Leave Without Pay, or during contractual assignments with university units that are not the primary employer (i.e., Summer Sessions, during summer additional assignment). FTO expires at fiscal year-end.

In mid-July of each new fiscal year the 15 days of FTO will be applied to leave balances in UAOnline. Faculty will not be able to utilize FTO on their UAOnline timesheet during the month of July until the FTO leave balance is updated. If needed, a revised paper time sheet can be submitted indicating the use of FTO in early to mid-July of each year.

**Faculty Time Off Usage**

UNAC members shall request faculty time off prior to taking time off, with sufficient notice of the request prior to the date of the absence. Requests for time off may be taken after approval
in writing by the dean, director, or designee. Per the CBA, UNAC members are expected to be on campus for convocation, registration, student advisement, graduation, regularly scheduled faculty meetings and other activities specified in their appointment letter.

FTO must be used for the three days of Winter Closure when the University is closed for business. Faculty members who intend to fulfill their workload obligations during the Winter Closure need to make prior arrangements with their supervisor for approval. The remaining twelve days off shall be used when classes are not in session or as specifically approved in advance.

Requests to use FTO will not be unreasonably denied. The University encourages faculty members to use their FTO benefit for their well-being.

**Faculty Time Off Timesheet Documentation**

Faculty members are required to submit a timesheet when using leave (e.g. FTO, sick leave, etc). Timesheets are available in [UAOnline](#) under “Employee Services” and are due by Monday, 12:00 p.m. following the end of a pay period. UAOnline requires your university Single Sign On (SSO) credentials. Also available in UAOnline are leave balances and pay stub information. If the timesheet submission deadline is missed, work with the department HR Coordinator or UA Human Resources to submit a paper timesheet.

Faculty members are responsible for submitting accurate FTO timesheets. If there are errors, it should be corrected promptly. Timesheet approvers certify that a faculty member’s timesheet is accurate and complete. If the timesheet is inaccurate, the timesheet approver will return the timesheet for correction and request that the faculty member revises the submitted timesheet. Maintaining accurate records of time off and leave use is important for the University of Alaska, and its employees. The University is subject to federal recordkeeping requirements.

**Faculty Time Off Cash-in**

UNAC members who have utilized and reported at least five days of FTO (40 hours or its prorated equivalent for less than full-time UNAC members, which include the three days of mandatory closure) may cash out up to five days (40 hours or its prorated equivalent for less than full-time UNAC members) of unused FTO during each academic year. The cash out may only be made while the UNAC member is in pay status (i.e. on contract). The [FTO Cash-in form](#) is available through NextGen electronic form which requires SSO.

Questions regarding the use of FTO should be directed to [ua-hr@alaska.edu](mailto:ua-hr@alaska.edu) or your UNAC representatives.