

Faculty Time Off (FTO) Cash-In Frequently Asked Questions

University of Alaska Labor and Employee Relations

Revised November 22, 2022

The United Academics Collective Bargaining Agreement (CBA) allows bargaining unit members to utilize Faculty Time Off (FTO) Cash-In (CBA Article 16.5). Bargaining unit members are permitted to cash-in up to five (5) days (40 hours or its prorated equivalent) of FTO one time per fiscal year (except during the pay period that includes June 30). Please review the question and answer section below for more information. You can also contact UA Human Resources (ua-hr@alaska.edu, 907-450-8200).

Frequently Asked Questions

Q: Who is eligible to request a Faculty Time Off cash-in?

Bargaining unit members who have utilized and reported at least five (5) days of FTO (40 hours or its pro-rated equivalent for less than full-time bargaining unit members, which include the three (3) days of mandatory closure) during the academic year are eligible. Utilization and reporting must be done in the same fiscal year as the request for FTO cash-in. The cash-in may only be made while the bargaining unit member is in pay status (i.e. on contract, during a pay period in which the bargaining unit member receives pay).

Q: How much Faculty Time Off can I request to cash-in and how often can I request it?

Eligible bargaining unit members may request to cash-in up to 40 hours of their Faculty Time Off once per fiscal year (the fiscal year period for the program is defined as any pay period in which the payroll check/deposit is issued between July 1 and June 30). The only pay period **not** available for cash-in is the pay period that includes June 30. Bargaining unit members must have utilized and reported 40 hours of their Faculty Time Off (or its pro-rated equivalent for less than full-time bargaining unit members) before the cash-in hours are deducted. The prior payroll period's Faculty Time Off balance will be used to determine the minimum 40 hour requirement and the maximum hours that can be cashed-in.

Q: What does "utilized and reported" mean?

"Utilized and reported" means a bargaining unit member has submitted a timesheet with 40 hours of FTO recorded as having been taken during a pay period, **and** payroll has processed the timesheet and deducted the corresponding FTO from the bargaining unit member's FTO balance. Simply entering FTO on a timesheet does not count as FTO being "utilized and reported." For example, if a bargaining unit member on a nine month appointment is trying to cash-in FTO prior to the end of the academic year in May, 40 hours of FTO would need to have been deducted by approximately April 30. This allows for payroll to process the FTO cash-in while the bargaining unit member is in pay status, and on contract.

Q: What does "pay status" mean?

"Pay status" can include a regular 9 month base appointment, a contract extension, and/or a summer additional assignment. A bargaining unit member is also eligible for FTO cash-in while on leave with pay status (e.g. FTO, Sick Leave, etc.). A bargaining unit member is not eligible for FTO cash-in while on leave without pay status (Sick Leave - Without Pay, Leave of Absence, Leave Without Pay, etc.) or on Sabbatical Leave. "Pay status" does not include when a bargaining unit member is in an off contract with benefits status.

Q: How can I find my current Faculty Time Off hours balance?

To view your current Faculty Time Off hours balance, log in to UAOnline, select Employee Services, and then Time Off Current Balances and History. Your Faculty Time Off hours are listed as "Faculty Time Off." The current number of hours is listed under the "Available Balance as of" column.

Q: How can I review my current or prior Faculty Time Off Cash-In requests?

To view cash-in hours paid in the current pay period, log in to UAOnline, select Employee Services, Pay Information, and then Pay Stub. Select the appropriate calendar year, then Display, and then the appropriate Pay Stub Date. The cash-in hours will be listed under the Earnings section as "L- Faculty Time Off Cash-In."

To view hours paid in a previous fiscal year, log in to UAOnline, select Employee Services, Pay Information, and then Earnings History. Select the appropriate fiscal year period (July of one calendar year to June of the next calendar year) and click Display. The cash-in hours will be listed under "L- Faculty Time Off Cash-In." Select this text to view the month in which the hours were paid.

Q: How do I make a request to cash-in my Faculty Time Off?

To request FTO Cash-In, complete the [Faculty Time Off Cash-In Form](#) no later than 5 p.m. on the last Friday of the pay period (payday Friday). Faculty Time Off Cash-In requests cannot be submitted via your web timesheet or via a paper time sheet. Please contact UA Human Resources if you have questions on how to submit your request (ua-hr@alaska.edu, 907-450-8200). Your cashed-in FTO should be included in your pay on the next regularly scheduled payday (usually within two weeks).

Additional Information

Employees will not accrue additional leave (Faculty Time Off or sick leave) on the cashed-in hours. Cash-in hours are not eligible for TRS, ORP, or UA Pension benefits. Cash-in requests will only be processed in regular payroll runs. Requests for Faculty Time Off Cash-In cannot be submitted for a payroll period that has already been processed, for a payroll adjustment run, or for the pay period that includes June 30. Cash-in hours that have already been processed and paid cannot be revoked.