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UNIVERSITY  
of ALASKA  
*Many Traditions One Alaska*

Date: November 28, 2022

To: Provost Denise Runge, University of Alaska Anchorage  
Provost Anupma Prakash, University of Alaska Fairbanks  
Provost Maren Haavig, University of Alaska Southeast

From: Director Tara Ferguson, University of Alaska Labor and Employee Relations

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*Tara Ferguson*  
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Re: United Academics Faculty Time Off (CBA Article 16.5) Guidelines

The following guidelines have been updated to assist faculty and supervisors with the appropriate use and documentation of Faculty Time Off.

**United Academics Collective Bargaining Agreement Article 16.5 - Faculty Time Off**

Article 16.5 of the United Academics (UNAC) Collective Bargaining Agreement (CBA) provides represented bargaining unit members with fifteen (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 Time Off for appointments at less than full-time shall be prorated accordingly.

Bargaining unit 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 FTO for each additional month of a full-time appointment for a total of no more than six (6) days of FTO. 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 30). 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). Bargaining unit members must have approval prior to taking LWOP.

Bargaining unit members cannot use FTO during periods of Sabbatical Leave, LWOP, or during contractual assignments with university units that are not the primary employer (i.e., Summer Sessions, during summer additional assignment). Unused FTO expires at fiscal year-end and is not payable when a bargaining unit member terminates employment.

In mid-July of each new fiscal year, the 15 days of FTO will be applied to leave balances in [UAOnline](#). Bargaining unit members 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 timesheet can be submitted indicating the use of FTO in early to mid-July of each year.

## **Faculty Time Off Usage**

Per the CBA, bargaining unit 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. Bargaining unit 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.

Three days of FTO must be used during the Winter Closure when the University is closed for business. Bargaining unit 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 of FTO 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 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 typically 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 to submit a paper timesheet.

All employees are responsible for submitting accurate timesheets. If there are errors, they 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 timesheet be revised appropriately and resubmitted. 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**

Bargaining unit members who have utilized and reported at least five days of FTO (40 hours or its pro-rated equivalent for less than full-time bargaining unit members, which include the three days of mandatory closure) may cash in up to five days (40 hours or its pro-rated equivalent for less than full-time bargaining unit members) of unused FTO during each academic year. The cash-in may only be made while the bargaining unit member is in pay status (i.e. on contract). The bargaining unit member cannot cash in FTO in the last pay period of their contract unless they have previously utilized and reported 40 hours of FTO. The [FTO Cash-in form](#) is available through NextGen electronic form which requires a sign in using university credentials. For more information about FTO Cash-in, please review the [FAQs](#).

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