

October 10, 2011

Provost's Council
Western Michigan University

Colleagues,

The attached proposal is intended to clarify the policies for paying off fiscal year faculty so that our policies in this regard are consistent with the university limits on carrying forward annual leave balances across fiscal years.

In the past, any accrued balance was carried in the faculty member's personnel record and either paid off at some time during their service or it was paid off at the time of separation from the university. Those obligations will continue to be honored.

Those making this move July 1, 2012, will be allowed to carry forward no more than 60 hours. For faculty making this move at the conclusion of the 2013 fiscal year, the limit will be 24 hours. These hours will be paid off at separation unless used prior to that time.

If you have any questions about this or about the attached policy, please let me know.

James A. Gilchrist
Vice Provost and CIO

Reviewed and approved at Provost's Council on October 11, 2011.

Annual Leave Payoffs for Fiscal Year Faculty Moving to Academic Year Status

Group	Policy
Individuals who move from fiscal year to academic year prior to or at the conclusion of the 2011 fiscal year (June 30, 2011).	Accrued annual leave balances will be retained on the individual's account and will be paid off at the time of separation of employment from the university.
Individuals who move from fiscal year to academic year at the conclusion of the 2012 fiscal year (June 30, 2012).	<p>No more than 60 hours can be retained and carried forward. This amount can be paid to the individual in either of two ways:</p> <ol style="list-style-type: none"> 1. The 60 hours can be paid out over the appropriate time period (7.5 days if at the 60 hour maximum) following the end of the fiscal year appointment, but before the start of the regular academic year appointment that follows. Note that an individual cannot be receiving this annual leave pay while simultaneously receiving pay for any other work at WMU. 2. The 60 hours can be held in the individual's account and paid out at the time of separation from the university.
Individuals who move from the fiscal year to academic year at the conclusion of the 2013 fiscal year (June 30, 2013) and fiscal years thereafter.	<p>No more than 24 hours can be retained and carried forward. This amount can be paid to the individual in either of two ways:</p> <ol style="list-style-type: none"> 1. The 24 hours can be paid out over the appropriate time period (3 days if at the 24 hour maximum) following the end of the appointment, but before the start of the academic year appointment that follows. Note that an individual cannot be receiving this annual leave pay while simultaneously receiving pay for any other work at WMU. 2. The 24 hours can be held in the individual's account and paid out at the time of separation from the university.

Note: For position changes that occur mid-year, the amount of annual leave that can be paid out will be consistent with university policy for staff employees.