

Time Approval for Faculty and Salaried Staff Members [rev. 7-23-24]

Faculty Disability/Sick Leave

Faculty members earn one and two-thirds (1 2/3) days of disability/sick leave for each monthly pay period of employment. Faculty members must report disability leave in MaineStreet's Employee Self-Service for those days during which, due to a disability or illness, they are unable to be on campus or at another appropriate site for classroom teaching or other assigned activities. Faculty members do not earn vacation time unless they have 12-month appointments.

Salaried Staff Vacation and Disability/Sick Leave

Salaried staff members earn one and two-thirds (1 2/3) days of disability/sick leave and one and two-thirds (1 2/3) days of vacation time (or 2 full days per month after 15 years of service) for each monthly period of employment. Staff members must report disability or vacation time in MaineStreet's Employee Self-Service for any work hours they are not working.

Family/Medical Leave

Employees who are unable to work for two consecutive weeks due to illness or disability are expected to apply for Family/Medical Leave (FML). FML may also be sought for intermittent absences.

Approval Process

- Susannah Fisher in the CLAS Dean's Office approves disability/sick time for all faculty and salaried staff members in the College. She also approves salaried staff members' vacation time.
- Once time has been approved, the employee's supervisor will receive an email summarizing the employee's reported and approved time.
- Supervisors should discuss any discrepancies with the employee and notify Susannah if any changes to the reported time are necessary.

For further information concerning vacation hours, FML, or extended disability leave, please contact Human Resources or the Employee Benefits Center.