6.1 INTRODUCTION
The University provides a comprehensive program of benefits for faculty and full-time non-tenure-track faculty. The University administration works closely with State government officials and the Faculty and Staff Benefits Committee of the Faculty Senate to assess the needs of the faculty and to provide programs that respond to those needs. A complete list of benefits are explained in greater details in the UTK Personnel Policies and Procedures Manual: http://admin.tennessee.edu/hr/policies/alphatoc.html

6.2 INSURANCE PLANS
The University, through the State of Tennessee, offers a group insurance program to all regular employees who work a minimum of 75% time. The program includes medical, life, and accidental death or dismemberment insurance. In addition, there are optional dental, disability, accident, and life insurance plans available to qualified individuals. http://admin.tennessee.edu/hr/policies/345pol.html

6.3 EDUCATIONAL ASSISTANCE
To enable regular faculty and staff to perform their present duties more effectively and to assist them in preparing for future opportunities by providing a plan of educational assistance through tuition fee waivers. Part-time regular faculty working 50 percent time or more, may enroll without payment of fees based upon their percent of effort as outlined in the UTK Personnel Policies and Procedures Manual. http://admin.tennessee.edu/hr/policies/330pol.html

Regular full-time employees are also eligible for a student fee discount for their spouses and dependent children who have been admitted to the University as undergraduate students through standard admission procedures. Spouses and dependent children of regular part-time employees who have one (1) or more years of regular continuous service with The University of Tennessee working a minimum of 50 percent time shall receive a pro rata discount based on the percent of effort currently worked by the employee. http://admin.tennessee.edu/hr/policies/331pol.html

6.4 LEAVES OF ABSENCE
Leaves of absence, extended periods of time spent away from campus for professional growth or personal reasons, are an important aspect of faculty development. Leaves of absence must be requested in writing by the faculty member and specifically approved by the Department Head, Dean or Director and, the Vice Chancellor for Academic Affairs. Leaves of absence are normally granted for not more than 24 months and are normally without University compensation.

http://admin.tennessee.edu/hr/policies/335pol.html

6.41 Personal Leave

The University grants leave with or without pay to full-time faculty on regular academic year appointments for a variety of personal reasons as listed in the policies below:

Sick Leave is described in Policy 380 in the UTK Personnel Policies and Procedures Manual.
http://admin.tennessee.edu/hr/policies/sickleave.pdf

http://admin.tennessee.edu/hr/policies/340pol.html


4.62 Service Leave

The University grants leave with or without pay to full-time faculty on regular academic year appointments for a variety of reasons related to national or civic service as listed in the policies below:

Military Leaves for Short Tours of Active Duty. Regular employees of the University who receive orders to report for training or active duty in the service of the State of Tennessee or of the United States shall be entitled to military leave with pay for up to fifteen working days per calendar year. It is expected that faculty members employed on an academic year basis will perform their military training during periods when classes are not in session. Refer to Policy 370 in the UTK Personnel Policies and Procedures Manual.
http://admin.tennessee.edu/hr/policies/370pol.html

Extended Military Leave. Regular employees of The University in the National Guard or Reserves who receive orders to report for extended active duty in the US armed forces will be granted leave of absence without pay (for military reason) after the employee has received military leave with pay for fifteen working days in any one calendar year.

Court Leave is granted to employees to appear as a witness in state, federal, or local court or to serve on jury duty upon presentation of an official summons, subpoena or notice to that effect. Refer to Policy 315 in the UTK Personnel Policies and Procedures Manual.
http://admin.tennessee.edu/hr/policies/315pol.html
6.43 Vacations and Annual Leave
The University recognizes the importance of rest and recreation and encourages faculty vacations. Faculty members must arrange the length and timing of vacation periods with the Department Head or Dean, and must provide information on how they may be contacted during periods of absence. Refer to the annual leave policy in the UTK Personnel Policies and Procedures Manual. http://admin.tennessee.edu/hr/policies/annualleave.pdf

1. Faculty and Professional Staff members employed on twelve-month appointments. Faculty and professional staff members employed on regular full-time twelve-month appointments earn annual leave at the rate of two (2) working days per month [twenty-four (24) working days of annual leave per year]. A maximum of forty-two (42) days of accumulated annual leave may be carried forward from one calendar year to the next. At the end of a calendar year, annual leave days in excess of forty-two (42) will be credited to sick leave. Faculty and professional staff on regular part-time twelve-month appointments receive a prorated amount of annual leave based on the percentage of full-time employment.

2. Faculty Employed on Academic Year Appointments. Faculty members employed on regular full-time academic year appointments are not required to be on campus during any semester for which they have no University assignments. Such periods begin when all reports have been made following the preceding semester’s commencement, and extend to a reasonable period prior to the beginning of the semester following the semester without assigned duties. A "reasonable period" here must include sufficient time to participate in scheduled faculty meetings, committee work, advising, and other activity necessary for the satisfactory resumption of the work of the department in that semester.


6.44 Educational Leave and Semester Banking
Educational leave for regular University employees must be requested in writing and in advance by the chief administrator and the chief personnel officer of the employee's budgetary unit. Such approval must specify the length of the leave, which normally should not exceed two (2) years. Each request for leave will be evaluated on its own merits and University approval will depend upon the evidence provided as to the enhancement of the employee's value to the University resulting from the leave. Any approved leave extending beyond the current fiscal year is subject to budgetary constraints and/or funding availability. Refer to Policy 335 in the UTK Personnel Policies and Procedures Manual. http://admin.tennessee.edu/hr/policies/335pol.html

Semester Banking is available to faculty who hold regular full-time academic year appointments may upon approval substitute summer term(s) for other terms in the academic year. Permission
may be granted to substitute summer terms of teaching, or to "bank" such terms, toward extended
periods of release from regular duties during other terms. The need of many faculty upon
occasion to devote large uninterrupted amounts of time to a single research or creative project
without teaching or committee work, and to spend time periodically in personal renewal and
development, is fundamental to every good university. This arrangement is subject to the
following conditions:

1. No pay can be authorized for service before it is performed; the summer terms must be served
before the substitute terms. The duties performed during the summers in question must include
the full range of duties performed during the regular terms (advising, committee work, etc.).
2. The needs of the department or program will be a major consideration in evaluation of requests
to make such substitutions.
3. The financial and educational resources of the department or unit must not be jeopardized to
effect the substitution.

6.45 Faculty Development Leave

Full-time tenured faculty with a minimum of six years full-time campus service since any
previously granted professional leave (or six years at the time of an initial professional leave) are
eligible to apply for Faculty Development Leave, which is awarded on the merits of a specific
proposal for professional development. The award is an investment by the University in the
expectation that the leave will enhance the faculty member's ability to contribute to the objectives
of the University and to student development. The improvements sought during a professional
leave should benefit the work of the faculty member, department, college, and the University.
Only professional leave proposals that meet this criterion will be accepted and approved by the
University.

The purposes for which professional leave may be granted include:
1. Research on significant problems and issues.
2. Important creative or descriptive work in any means of expression.
3. Post-doctoral study at another institution.
4. Other approved projects, including innovations in teaching and learning.

Eligible full-time faculty members may be granted professional leave for either (a) one-half the
faculty member's annual appointment period at full base salary or (b) the full annual
appointment period at one half base salary. Complete information regarding this policy is found
at [link].

6.46 Records of Leave

Official leave records are maintained through IRIS for all regular full-time and part-time
personnel other than faculty employed on academic-year appointments. Deans, Directors, and
Department Heads are charged with ensuring that these records are accurate on a current basis.
Leave Transfer between the University, State Agencies, and any State College or University in Tennessee. Any full-time employee of any agency, office, or department of the State or of any State college or university, including The University of Tennessee, who leaves one of these employers for employment without a break in service shall have his/her annual and sick leave transferred. Moreover, when such a former employee who has one (1) full year of State employment in good standing returns to full-time service with one of these employers, he/she shall be credited with all sick leave to which he/she was entitled at the time of termination. The most recent employing authority shall be responsible for certifying eligibility for this sick leave credit to the re-employing agency, college, or university. Employees who come to the University from State agencies, colleges, or universities should be strongly encouraged to take their accumulated annual leave prior to being placed on the rolls of the University unless there is an immediate and urgent need for their services.

Furthermore, any full-time teacher employed by a local school board in Tennessee, who leaves the employment of that board and becomes an employee of the University of Tennessee, shall have his/her sick leave transferred upon request. The former employee of a local school board must have begun University employment after July 1, 1965 to be eligible for this transfer of sick leave.

6.47 Fringe Benefits for Faculty on Leave

While an employee is on family and medical leave without pay, the University will continue to pay the employer’s share of medical insurance premiums up to twelve weeks as required by federal law. Eligible employees on approved leave of absence without pay are eligible to maintain membership for up to twelve months in the basic group/HMO plan to which they belong at the time the leave begins. Generally, the period of approved leave of absence without pay does not qualify as creditable service for retirement, and contributions are not made by the University during the leave period. Refer to Policy 335, 338, and 355 in the UTK Personnel Policies and Procedures Manual.

6.5 Longevity Pay

The University of Tennessee seeks to reward regular faculty and staff for their years of service with the University and State. Regular full-time employees and regular part-time employees working 82.05 percent time or more, who have completed 36 full-time equivalent (fte) months of service at 82.05 percent time or more with The University of Tennessee, The State Board of Regents, or any other agency of the State of Tennessee are eligible to participate in the longevity pay plan.

Non-exempt, exempt, and academic employees on a 12-month service base who are in an active pay status for one or more days during their longevity anniversary month are entitled to the longevity payment for that fiscal year. Academic employees on a 9-month appointment or
employees on a flex-year appointment must be in an active pay status the last day of the month that immediately precedes their anniversary month in order to be eligible for payment.

Special guidelines, set forth in the Personnel Policies and Procedures Manual, apply to employees who are retiring, who are on approved leaves of absence, or who are terminating employment with the University. http://admin.tennessee.edu/hr/policies/432pol.html

6.6 Holidays

The University shall recognize the following days as holidays: New Year's Day, Martin Luther King, Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. When a recognized holiday falls on Saturday, it shall be observed on the preceding Friday. When a recognized holiday falls on Sunday, it shall be observed on the following Monday. All regular University employees in active pay status (as defined in Personnel Policy 105, Employment Status) will qualify for holiday pay for the days listed above. Part-time employees receive the holiday benefit on a pro rata basis. http://admin.tennessee.edu/hr/policies/350pol.html