CHAPTER SIX
Benefits and Leaves of Absence

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, optional insurance plans are available for other needs to qualified individuals. The current nature of these plans may be examined at:

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, a plan of educational assistance through (tuition) maintenance fee waivers is available. Employee fee waivers do not apply to other student fees.

Faculty having an appointment of 50 percent time or more, may enroll at the University of Tennessee or Tennessee Board of Regent’s schools without payment of maintenance 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 (tuition) maintenance fee discount for their spouses and dependent children who have been admitted to the University as undergraduate students through standard admission procedures. Fee discounts do not apply to other student fees. 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 Chief Academic Officer, and where appropriate, the State of Tennessee. 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 appointments for a variety of reasons. There are differences depending upon the type of appointment held by a faculty member. For specifics pertaining to any leave policy, consult the appropriate section in the UT Personnel Policies and Procedures Manual.

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

Funeral Leave is described in Policy 340 in the UTK Personnel Policies and Procedures Manual. [http://admin.tennessee.edu/hr/policies/340pol.html]

Family and Medical Leave for faculty on 12-month appointments is described in Policy 338 in the UTK Personnel Policies and Procedures Manual. [http://admin.tennessee.edu/hr/policies/338pol.html]

Family and Medical leave for Faculty on 9-month appointments (described below) apply only to faculty members on academic year appointments. If the faculty member is eligible for leave under the Family and Medical Leave Act (FMLA), the maximum twelve (12) weeks of FMLA leave shall include a leave of absence without pay under the Family Care Policy. 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. To maintain health insurance coverage faculty members must pay their portion in advance of coverage.

Family Care polices are intended to provide guidance for granting leaves of absence without pay, modifying service requirements, and extending the tenure-track probationary period for reasons related to a faculty member’s family care-giving responsibilities. Decisions made under this policy should not affect decisions concerning tenure or other merit-based evaluations. Annual merit reviews are conducted according to their own criteria and for their own purposes, which are different from those involved in the family care policies.
Faculty members on academic year appointments who have primary responsibility for the care of a child, or for an ill or disabled parent, spouse, or other family member, may request leave without pay. This leave normally will be approved for no more than one year. The faculty member should request leave without pay in a letter to the department head or other administrative officer, who then will forward the request and his/her recommendation to the appropriate dean. If the dean recommends approval, he/she will forward the request to the Vice Chancellor for Academic Affairs who will make the final decision on the request. Eligibility for fringe benefits during the leave of absence without pay for family care reasons shall be governed by the policies applicable to other leaves of absence without pay (Personnel Policy No. 355).

If warranted by birth, adoption, or commencement of foster care of a child, or by illness of a family member for whom a faculty member has primary care-giving responsibility, the faculty member, department head, and dean may agree upon modifications in the faculty member's service. Modifications in service may include a temporarily reduced teaching load or other mutually acceptable arrangement. Modifications in service normally will not exceed one year in duration. Administrative cooperation in addressing the faculty member's need for temporary time away from the classroom is strongly encouraged. Eligibility for fringe benefits during any modification in service shall be determined in accordance with the University Personnel Policy and Procedure for each fringe benefit.

6.42 Service Leave

The University grants leave with or without pay to full-time faculty 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.

3. Term Faculty. Faculty on full-time term academic appointments and faculty on part-time term academic appointments do not receive annual leave. Refer to Policy 305 in the UTK Personnel Policies and Procedures Manual.

http://admin.tennessee.edu/hr/policies/annualleave.pdf

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. 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. Acceptable practice also allows faculty to teach (without additional compensation) larger than normal teaching loads during semesters of the academic year in order to "bank" these for released time in subsequent semesters. 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.
4. Credit for banked course will not result in additional pay at termination of employment.

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.

Any full-time employee of any agency, office, or department of the State who is employed by another State agency (including the University of Tennessee) without a break in service shall have her/his 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 she/he 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

Eligible employees on approved leave of absence without pay (except FMLA) are eligible to maintain membership for up to twelve months in the basic group/HMO/POS plan to which they belong at the time the leave begins but will be responsible for both employee and employer portions of the premium. 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.

6.48 Outside Compensation for Faculty on Leave

Policies regarding outside compensation through consulting are covered in Chapter 7 of this handbook and are applicable to faculty on full-pay while pursuing a professional development leave. [http://provost.utk.edu/facultyhandbook/compensa.htm].

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.

Faculty 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.

Faculty 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](http://admin.tennessee.edu/hr/policies/432pol.html)

6.7 Holidays

The University recognizes holidays as listed on the following Human Resources link:

[http://admin.tennessee.edu/hr/policies/350pol.html](http://admin.tennessee.edu/hr/policies/350pol.html)