**WARNING:** Today’s session **WILL NOT** include information about unpaid workload increases for tenured faculty. The Office of the Executive Vice President & Provost will provide information and guidance on that option separately.
Unpaid Leave Program for Professional Staff FY10 & FY11

July 2009
Larry Hamilton
Sr. Director Human Resources Admin.
larry.hamilton@unlv.edu
Background:

Senate Bill No. 433—Committee on Finance

5. The Board of Regents of the University of Nevada shall determine and implement the method by which:
   (a) The professional employees of the Nevada System of Higher Education will participate in the furlough requirement pursuant to this section; or
   (b) The overall costs for the professional employees of the Nevada System of Higher Education will be reduced in an amount at least equal to the savings which would have otherwise been produced by furlough leave pursuant to this section.
Title 2, Ch. 5, Sec 5.5.7  Salary Adjustments
Notwithstanding Title 2, Section 5.4, as the 75th Session of the Nevada Legislature has explicitly appropriated a lower amount for NSHE salaries than would otherwise be authorized and appropriate according to the NSHE salary policies, the Board of Regents does hereby and for the 2009-2011 biennium only, temporarily reduce salaries through the use of unpaid leave in an amount equivalent to the amount of legislative salary cut for FY 2011. The Board shall, to the extent feasible, devise methods that protect base compensation and benefits and shall offer tenured faculty an alternative of unpaid teaching workload increases in lieu of unpaid leave. The various Presidents shall consult with their respective faculty senates regarding the implementation of this section. Unpaid leave or temporary workload increases required by this section are final and not subject to appeal, grievance or reconsideration. The provisions of this section shall constitute constructive notice to all faculty and no individual notice to any such faculty member shall be required hereunder to implement the foregoing. To the extent of any conflict or inconsistency between this and any other section of the Code exists, the provisions of this section shall control. This section will terminate on June 30, 2011.
Summary:

In the spirit of the law, everyone in the system should have some "skin in the game" meaning as many staff as possible should take part in the mandatory unpaid leave program.

Assuming the state revenue and UNLV enrollment projections hold, we should be able to balance our biennial budget without further budget reductions or eliminations of filled positions.
Unpaid Leave Summary:

For FY10 (starting July 1, 2009) no UNLV professional employee will be subject to mandatory unpaid furloughs, but voluntary programs are available. Additionally, each institution must demonstrate that they are taking the equivalent of the unpaid furlough reductions through other means, such as vacant professional and faculty positions. [Note: Classified employees are required to have furloughs for both years of the biennium, therefore unfilled classified positions would only further impact workload for this employee group.]
Unpaid Leave Summary:

For FY11 (starting July 1, 2010) all professional staff and non-tenured, tenure-track faculty will be subject to one unpaid furlough day per month, effective July 1, 2010.
**Unpaid Leave Summary:**

Tenured instructional faculty will be given the option of increasing their workload, or taking all or some of their mandatory unpaid leave days if that option is selected, in fiscal year 2010 (FY10) -- July 1, 2009 to June 30, 2010 -- and having it count toward their FY11 total. For example, faculty may choose to increase their teaching load in the first year of the biennium to reduce their teaching load in the second year.

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**WARNING:** Today’s session WILL NOT include information about unpaid workload increases for tenured faculty. The Office of the Executive Vice President & Provost will provide information and guidance on that option separately.
**WHO** must take unpaid leave?

**All** Professional Staff, *and* Administrative Staff, including:

- President, Vice presidents, Deans and other tenured faculty members in their administrative capacity
- Faculty in Residence
- Tenure-track faculty (not yet tenured)

Visiting Faculty will have salary reduction instead
WHO is exempt from unpaid leave and increased workload requirements?

∅ Contract Employees
∅ Post – Doctoral Scholars
∅ Part-Time Instructors/LOA’s
∅ Graduate Assistants
∅ Hourly-Paid, non-Classified
∅ Student Employees
**What** does this impact?

Employees on unpaid leave are considered to have worked that day for **all** purposes except:

Payment of Salary
Unpaid Leave will not impact:

- Accrual of annual leave and sick leave
- Continuity of service dates
- Eligibility for holiday pay
- Contributions to Supplemental Retirement accounts
- Public Employees’ Benefits Program (PEBP) eligibility
- Public Employees Retirement System (PERS) contributions & service credit
- Contributions to Retirement Plan Alternative (RPA) Programs – AIG-VALIC, Fidelity & TIAA-CREF
**HOW much leave must I take?**

- Professional Staff – 12 days / 96 hours
- “B” Contract Employees – 8.3 days / 66 hours
- “B-11” Contract Employees – 11 days / 88 hours

Less than full-time employees: pro-rated

√ For example: 75% FTE = 9 days / 72 hours
**When** will this happen?

Effective dates for mandatory unpaid leave:

July 1, 2010 through June 30, 2011.

Effective dates for voluntary participation:

July 1, 2009 through June 30, 2011.
How will unpaid leave be implemented?

- Supervisor & employee agree on an unpaid leave schedule
  - Voluntary and/or mandatory
  - Unpaid days may be taken off in a group (i.e. Winter Break, Spring Break)
  - Use it during fiscal year or lose it

- Pay reduced proportionately each month to match number of unpaid days for that fiscal year
Hopefully as easy as A, B1, B2

<table>
<thead>
<tr>
<th></th>
<th>FY10</th>
<th>FY11</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Voluntary</td>
<td>Voluntary</td>
</tr>
<tr>
<td>B1 &amp; B2</td>
<td>&quot;Voluntary&quot; toward FY11</td>
<td>Mandatory</td>
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</table>
Type A – Voluntary Unpaid Leave or Contribution to UNLV Foundation:

Professional and administrative staff will be given the option of taking all or some of their mandatory unpaid leave days in fiscal year 2010 (FY10) -- July 1, 2009 to June 30, 2010 -- and having it count toward their FY11 reduction. In other words, in consultation with individual supervisors, employees may choose to take any or all unpaid leave days between July 1, 2009 to June 30, 2010. For example, employees may choose to take six days in FY10 and six days in FY11 to spread the reduction in salary equally over both years.
Type A – Voluntary Unpaid Leave or Contribution to UNLV Foundation:

All professional and administrative staff (at the discretion of individual supervisors) will also be given the opportunity for voluntary actions to help with the current budget challenges:

- Taking additional unpaid leave days in FY10 that will not be counted toward mandatory unpaid leave days (to achieve parallel to State classified impact);

- Making a financial contribution to the UNLV Foundation for scholarships or other designations.
### Part I. VOLUNTARY – Completion of this part of the form is **NOT REQUIRED**

| Actions Towards Strictly Voluntary Measures (does not count towards FY11 mandatory actions): |  
|---|---|
| 1. □ I will take ______ unpaid days in FY10- **THESE WILL NOT** count towards FY11 mandatory days (savings go to Department budget – maximum of 12 days/4.6% of salary allowed). |  
| 2. □ I will make a contribution to the UNLV Foundation (scholarship or other appropriately designated): Refer to UNLV form & process for payroll deduction (CTRL + click the following link): [http://foundation.unlv.edu/payroll](http://foundation.unlv.edu/payroll) Submit directly to UNLV Foundation |  
| 3. □ Check here for none of the above. |
Type B1 – “Voluntary” FY10 Leave toward Mandatory FY11:

FY10: Employee may choose to take any or all of the mandatory unpaid days in FY10 which will be applied toward the mandatory time required in FY-11.

Example: Take six unpaid days in FY10 & six unpaid days in FY11 to spread the reduction in salary equally over both years.
## Part II. MANDATORY- Completion of the part of the form IS REQUIRED

<table>
<thead>
<tr>
<th>Actions Towards FY11 Mandatory Measures – All Professional and Administrative Staff (includes VPs, Deans, FIR’s, and tenure-track but not yet tenured faculty)</th>
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<td>1. Voluntary unpaid days in FY10 to count towards FY11 mandatory days:</td>
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<tr>
<td>2. Unpaid days in FY11 to count towards FY11 mandatory days:</td>
<td>______</td>
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</tr>
</tbody>
</table>

Total must add to 12 For F/T 12-month staff, 8.3 for “B” contracts  TOTAL: ______

(Note: Consult Supervisor to determine number of days for less than F/T)
**Type B2 - Mandatory FY11 Unpaid Leave**

**FY11:** If no “voluntary” unpaid leave is taken in FY10, employee will experience a pay reduction each month equivalent to one day and employee must take 12 unpaid days of leave during the fiscal year.
### Part II. MANDATORY - Completion of the part of the form IS REQUIRED

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**Final Note: Tenured Department Chairs and Associate Deans Only**

**FY11:** Workload increase for “B” base portion of contract and unpaid days for portion of contract salary above “B” base.

Voluntary alternatives are available.
## Form Completion …

**Part II. MANDATORY- Completion of the part of the form IS REQUIRED**

<table>
<thead>
<tr>
<th>Actions Towards FY11 Mandatory Measures – Tenured Department Chairs and Associate Deans ONLY.</th>
<th>1. I acknowledge that a Dept/College proportional workload increase will be required for the “B” base portion of my contract: ________ (employee initials) -- AND, for the Annual Salary Amount over the “B” Base Contract I will be required to have an unpaid leave reduction --</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>2. Unpaid days in FY11 to count towards FY11 mandatory days: ________ (savings taken centrally and subject to individual calculation based on 20% increase over “B” base and stipend amount only).</td>
</tr>
<tr>
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<td>--OR— --- As a Voluntary Alternative to a Workload Adjustment AND Unpaid Leave Requirement ---</td>
</tr>
<tr>
<td></td>
<td>1. Voluntary unpaid days in FY10 to count towards FY11 mandatory days: (savings taken centrally). (unpaid leave days are not refundable) ________</td>
</tr>
<tr>
<td></td>
<td>2. Unpaid days in FY11 to count towards FY11 mandatory days: (savings taken centrally). ________</td>
</tr>
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<td></td>
<td>Total must add to 12 For F/T 12-month staff, 8.3 for “B” contracts And 11 for “B-11” contracts (Note: Consult Supervisor to determine number of days for less than F/T) TOTAL: ________</td>
</tr>
</tbody>
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Office of Human Resources http://hr.unlv.edu
Completed Forms

☐ Provide a copy of the completed form to departmental leavekeeper

☐ Originals are to forwarded to Human Resources - mailstop 1026

FY10 Year End Report

☐ HR will likely send reports noting FY10 usage and any remaining FY11 mandatory days.
Questions ???