



UNIVERSITY  
*of* ALASKA  

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*Many Traditions One Alaska*

**MEMORANDUM**

Date: May 2, 2018

To: All University of Alaska Provosts

From: Geoffrey Bacon, SW Labor Relations Director 

Re: Revised Article 16.5 UNAC CBA – FTO Guidelines

Statewide Labor Relations developed this revised guidance to assist faculty members and faculty supervisors on the appropriate use and documentation of Faculty Time Off.

Article 16.5 of the United Academics (UNAC) Collective Bargaining Agreement (CBA) provides represented faculty members 15 days of FTO each academic year. Represented faculty members receive an additional two days of FTO per month when hired for full-time contract extensions.

**Faculty Time Off (FTO) Usage**

Faculty members work under the same expectations as other exempt employees of the University. Faculty members must communicate with their supervisor prior to using FTO. At no time should FTO usage interfere with the fulfillment of a faculty member's assigned workload. Faculty members who intend to fulfill their workload with alternate arrangements (i.e., different work location, variation of work schedule) need to make prior arrangements with their supervisor.

Faculty members need explicit approval to use FTO during class times, convocation, registration, student advisement, graduation, and regularly scheduled faculty meetings and other activities specified in their appointment letter. Faculty members are required to use and document FTO used during the three day University Winter Holiday Closure (Closure). Faculty members who intend to fulfill their workload obligations during the Closure need to make prior arrangements with their supervisor. Supervisors are expected to be consistent in FTO usage approval and denial among faculty members they supervise and communicate with faculty members on how to request to use FTO.

Requests to use FTO will not be unreasonably denied. The University encourages faculty members to use their FTO benefit for their well-being. Supervisors unsure whether to approve or deny a request to use FTO should [contact your regional human resources office](#).

Faculty members cannot use FTO while faculty members are on Sabbatical Leave, Leave without Pay, on summer additional assignments, or off their 9-month base appointment. FTO does not accrue and expires at fiscal year-end.

## **Faculty Time Off (FTO) Documentation**

Faculty members are required to document their use of FTO via the [UA Online](#) web time sheet. As exempt employees, Faculty members only need to complete an electronic time sheet when using FTO, sick leave or other forms of leave. Instructions on how faculty members can complete their timesheet can be found on the Statewide Human Resources website.

[Web Time Sheet Entry Step by Step Instructions for Exempt Employees](#)

Maintaining accurate records of time off and leave use is important for the University of Alaska (University), and its employees. The University is subject to federal recordkeeping requirements<sup>i</sup>, and is required to provide equitable administration of employee benefits. Faculty members who fail to accurately report their time off and leave usage before the electronic submission deadline need to submit a paper timesheet documenting their accurate time off and leave usage. Employee biweekly pay stubs report the amount of FTO or leave taken in a given pay period. Faculty members must correct inaccurate timesheets promptly. Please [contact your regional human resources office](#) for guidance on how to complete a paper time sheet.

Time sheet reviewers certify that a faculty member's time sheet is accurate and complete. If a time sheet reviewer suspects a faculty member's submitted timesheet is inaccurate, the time sheet reviewer must contact that faculty member to confirm accuracy, or request they revise the submitted timesheet. Instructions on how a time sheet approver can return an electronic time sheet for correction can be found on the Statewide Human Resources website.

[Web Time Sheet Entry Step by Step Instructions for Approvers & Proxies](#)

## **Faculty Time Off (FTO) Cash-In**

Beginning in March 2018, Article 16.5 of the UNAC CBA provides represented faculty the ability to cash-in up to 5 days of Faculty Time Off each fiscal year.<sup>ii</sup> To be eligible to use this benefit a faculty member must have already taken and documented 5 days of FTO in the fiscal year.<sup>iii</sup> Faculty members can include the 3 days of FTO used during Closure to meet the 5 day usage requirement. Additional requirements are included on the [FTO Cash-In Form](#).

**Please distribute as appropriate**

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<sup>i</sup> 29 CFR 516.3; 29 CFR 825.500; 2 CFR 200.431

<sup>ii</sup> 40 hours or prorated for faculty members working less than full time.

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