



UNIVERSITY OF MARYLAND

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OFFICE OF THE SENIOR VICE PRESIDENT AND PROVOST

UMCP Supplemental Policy of the Board of Regents:
II-2.40 – Policy on Annual Leave for Faculty, Section III.

BOR Policy II-2.40 Section III allows constituent institutions to limit the number of days of annual leave for which such employee may be paid upon leaving employment when funded in whole or in part from contracts and grants.

I. PURPOSE

This UMCP supplemental policy will create consistency across divisions with respect to faculty leave payout limitations for 12-month faculty members who are paid in whole or part from contracts or grants and who are eligible to earn annual leave. Terminal leave payouts are part of the Fringe Benefit Rates FY2020 implementation creating the need for transparency and equal treatment of faculty no matter the division(s) in which their appointment(s) resides.

II. 12 MONTH FACULTY FUNDED BY GRANTS AND CONTRACTS, ELIGIBLE TO EARN LEAVE

- A. A faculty member appointed on at least a 50% FTE, and serving on a 12-month contract, whose salary is funded all or in part by sponsored funds, shall earn annual leave on a pro-rata basis consistent with university policy. Qualifying faculty may carryover a maximum of 400 hours of unused (accrued) annual leave into the next calendar year.
- B. Upon resignation, retirement, or non-renewal of an appointment contract or conversion to a 9-month appointment, a maximum of 80 hours, or pro-rata share if less than 100% FTE, will be paid out.
- C. Funding source changes 6 months prior to resignation, retirement or non-renewal to qualifying leave payout status under BOR II-2.40 will not negate II.B. above.

Approved on October 1, 2019

A handwritten signature in black ink that reads "Mary Ann Rankin".

Dr. Mary Ann Rankin,
Senior Vice President and Provost