



## MEMORANDUM

Date: May 2, 2018  
To: All University of Alaska Provosts  
From: Geoffrey Bacon, SW Labor Relations Director [REDACTED]  
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 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.

