

Chapter 16: Leaves, Absences, Holidays, Vacations, and University Closures

16.A General Principles

In recognition that extended periods of leave from regular University duties may enhance the professional effectiveness of University faculty, the University has developed a variety of paid and unpaid leaves to meet those needs. Extenuating personal circumstances that prevent faculty members from carrying out their duties are also recognized in policies and programs that provide for paid and unpaid leaves in appropriate instances. Certain University holidays and closure rules affect the responsibilities of all faculty and staff. There are other periods when classes are not held but University offices remain open (for example, University Spring break and Martin Luther King, Jr. Day; see handbook subsection [8.D.1 "Academic Calendar"](#)). University policies related to vacation allowance are relevant for all faculty on twelve-month appointments.

The University of Michigan also offers paid leaves to support faculty who welcome children by birth, adoption, foster care or legal guardianship:

- Maternity (Childbirth) Leave: Up to 6 weeks of paid time off to recover from childbirth (available to birth mothers); and
- Parental Leave: Up to 6 weeks of paid time off to bond with a new child (available to birth mothers who have also used maternity leave, fathers and other parents).

Also, effective September 1, 2018, eligibility for all uses of extended sick time was reduced from two years of service to one year for faculty (as well as campus staff and Medical School staff).

Leaves of absences for librarians, archivists, and curators, are governed by Article XXIII and Article XXIV in the [LEO-GLAM collective bargaining agreement](#).

For more information, see [SPG 201.30-6](#).

Updated 2022

16.B Leaves Related to Professional Development

16.B.1 Sabbatical Leaves

Members of the tenured faculty who have completed six years (12 terms) of service in the professorial rank at the University and have tenure are eligible to apply for sabbatical leave. (In some academic units, clinical instructional faculty members may be eligible for some form of paid leave.) Terms on scholarly activity leave or leave without salary do not count toward sabbatical eligibility. Sabbatical leaves must be recommended by the appropriate chair and dean and approved by the president or a designated representative. The application should include a statement of a well-considered plan for spending the leave in a manner calculated to contribute to the professional effectiveness of the applicant and the best interests of the University (bylaw [5.14](#); SPG [201.30-2](#)).

A sabbatical leave may be granted for the individual's entire appointment period or for one-half this period, the appointment period being either 12 months or the University-year. The term during which an individual is eligible for a sabbatical leave is determined by the individual's appointment history. The instructional faculty member granted sabbatical leave for the entire appointment period receives one-half of the faculty member's regular salary. If the leave is for one-half the appointment period, the individual receives the total regular salary for the period of the leave.

A member of the instructional faculty on sabbatical leave may not render service for compensation in the University or another institution or enterprise. This does not preclude, however, the acceptance of a fellowship or other assistance in research. In this case, the source of additional funds and the fact that their use materially aids the planned research program of the staff member must be fully set forth in the request for sabbatical leave, or if not known at that time, before the effective date of the sabbatical leave. Salary replacement received from a fellowship or other assistance in research, including the sabbatical leave salary, may not exceed the staff member's regular salary.

A faculty member granted a sabbatical leave is required to return to the University for a period of at least one year following the completion of the sabbatical leave. In the event the faculty member does not return to his or her duties at the University following a University-sponsored sabbatical, he or she will be expected to reimburse the University for the funds it contributed to the leave.

16.B.2 Scholarly Activity Leaves

Scholarly Activity Leaves not in excess of one year may be granted to members of the regular instructional faculty by the president or a designated representative on recommendation of the dean (Ann Arbor campus) or chancellor (UM-Flint or UM-Dearborn campus). These leaves may be granted to permit acceptance of prestigious fellowships or to permit acceptance of a temporary appointment at another institution when this appointment would, in the interest of the University, permit engagement in scholarly activities that are not otherwise practicably available and that will significantly enhance the individual's professional effectiveness. Scholarly activity leaves are usually without salary, but if the award or available salary is less than the instructional faculty member's regular salary, at the dean's request, a supplement may be provided by the unit to maintain the staff member's regular salary or a portion thereof. Supplements may be provided only if permitted by the rules of the fellowship or the other institution involved. For further information, see SPG [201.30-4](#).

16.B.3 Intergovernmental Leaves

The University, on occasion, enters into agreements with agencies of the federal government that allow for the temporary assignment of University faculty to roles in those agencies (or for similar assignments of federal employees to roles within the University). These agreements are intended to enhance cooperation between the University and federal agencies; to take advantage of unusual expertise, skills, or talents; or to provide professional development opportunities. They are for a specified and limited duration. For further information, see SPG [201.30-5](#).

16.B.4 Duty Off-Campus

When a faculty member's duties require activities at a site away from one of the three University campus

locations for a period of one month or more, the faculty member is placed on duty off-campus status for the appropriate period. Duty off-campus status for instructional faculty is reported to the Regents. Since University assignments and salary are continued during the period of duty off-campus, there is no effect on benefits. For further information, see SPG [201.90](#).

16.B.5 Librarian, Archivist, and Curator Professional Development

The University recognizes that access to, support of, and recognition of participation in professional development activities is vital to the professional and personal growth of librarians, archivists, and curators, as well as that these activities enhance and strengthen the programs and mission of the University. Article XIX of the LEO-GLAM collective bargaining agreement provides for professional development activities for librarians, curators, and archivists.

16.B.6 Leaves of Absence Without Salary for Professional Reasons

Excused absences without pay for longer than 21 consecutive calendar days must be covered by a leave of absence. Leaves of absence without salary are granted for personal circumstances or for professional circumstances, including education, government or public service, outside teaching, or unique research opportunities. See section [16.C.6](#) Leaves of Absence without Salary for Personal Reasons (Including Child Care Leaves) and SPG [201.30-1](#).

The president or his or her designated representative may grant leaves of absence without salary on recommendation by the dean or director to members of the instructional faculty for periods of up to one year, and to archivists, curators, librarians, and research faculty. Only the Board of Regents may grant leaves of more than one year in duration and extensions of leaves beyond one year for instructional faculty when an appropriate request is made on recommendation by the department head, the dean or director, and the president. Leaves of absence for instructional faculty will be reported monthly to the Board of Regents.

Human Resources has posted information about benefit coverage during a [leave](#).

16.C Leaves/Absences Related to Personal Circumstances

16.C.1 Introduction

The following section lists the various ways in which a member of the University of Michigan community may obtain time off work, either paid or unpaid, to meet the faculty member's professional and personal needs. Because of the time commitment required of faculty members who teach, some of these leaves may not apply to them.

On the Ann Arbor campus, faculty absences must be reported to the faculty member's department chair, dean, or director, and absences extending over more than three consecutive weeks must be reported to the provost and executive vice president for academic affairs. At the UM-Dearborn or the UM-Flint campuses, absences over more than three consecutive weeks are reported to the chancellor (bylaw [5.16](#)). See also section [14.C "Salary Payments."](#)

16.C.2 Funeral Time

In the case of a death in the immediate family, the University provides up to three days paid time off from work to attend the funeral or memorial services and to make necessary arrangements. If additional time is needed, vacation time or excused absence without pay may be granted. When the death of an immediate family member occurs while a faculty member is on a scheduled vacation, up to three days of the faculty member's vacation time may be converted to funeral leave.

"Immediate family" consists of an employee's spouse or other qualified adult; the son, daughter, parent, grandparent, grandchild, brother, sister (or the spouse of any of them) of the employee, the employee's spouse/other qualified adult, or any other related person living in the employee's household (SPG [201.03](#)).

16.C.3 Pregnancy and Family Care Benefits

Faculty are eligible to receive sick leave income for up to three calendar weeks per year to care for a family member whose condition meets the eligibility criteria included in Standard Practice Guide 201.11-1 Sick Leave Plan – Academic Appointments. These conditions include time off to care for a family member who needs care because of incapacity caused or contributed to by pregnancy, miscarriage, abortion, or childbirth. Short-term sick time pay is also available for employees who are unable to work because they are caring for their newly born, newly adopted or newly fostered child. Staff members may use sick time pay for this purpose only during the year following the child's birth or arrival in the home. A "family member" is defined as the employee's spouse or partner with whom the employee shares living accommodations and expenses; the child, sibling, parent, grandparent or other related individual whose care is the responsibility of the staff member, spouse or partner. (SPG [201.11-0](#)) See also "[Benefits and Wellness](#)".

16.C.4 Family and Medical Leave Act

The Family and Medical Leave Act allows eligible employees up to twelve weeks of job-protected leave per year, provides for continuance of the employee's pre-existing health, dental and vision coverage during this leave period, and restores the employee to the same or an equivalent position at the conclusion of the designated leave. The FMLA applies to all employees with at least one year of service who worked at least 1250 hours in the previous twelve months.

Regular and supplemental faculty and staff are covered by the Family and Medical Leave Act (FMLA) for the following kinds of unpaid leaves of absence: child care for the birth, adoption, and foster care placement of a child; personal medical, for a faculty member's own personal illness; and family medical, for the serious illness of a family member (see SPG [201.11-0](#) for definitions). Before taking an unpaid FMLA leave, the faculty member must use up all available sick time and vacation time (if vacation plan participation is appropriate).

The University will pay the monthly premiums for health insurance of a faculty member who has been approved for a leave of absence without pay under the provisions of the Family and Medical Leave Act, provided the faculty member is already eligible to participate in the health insurance plans. Any required reimbursement of the faculty member's portion of the health insurance premiums is processed after the faculty member returns to work following the leave. Benefits and leave of absence end dates for supplemental faculty may not extend past the individual's appointment end date.

16.C.5 Jury and Witness Service

The University's policy is that no regular employee shall sustain a loss of regular compensation when they are called for jury duty or to testify at the order of a court or other government agency or at the request of the University. Specific regulations about compensation for this service and for related travel expenses may be obtained from departmental offices. See [SPG 201.29 Jury and Witness Pay](#).

16.C.6 Leaves of Absence without Salary for Personal Reasons (Including Child Care Leaves)

Excused absences without pay for longer than 21 consecutive calendar days must be covered by a leave of absence. Leaves of absence without salary are granted for professional circumstances (see section [16.B.6](#) "Leaves of Absence Without Salary for Professional Reasons" or for personal circumstances, including child-care, disability, maternity, medical needs, military service, and a variety of other personal circumstances. (SPG [201.30-1](#))

The president or his or her designated representative may grant leaves of absence without salary on recommendation by the dean or director to members of the instructional faculty for periods of up to one year, and to archivists, curators, librarians, and research track faculty. Only the Board of Regents may grant leaves exceeding one year in duration and extensions of leaves beyond one year for instructional faculty when an appropriate request is made on recommendation by the department head, the dean or director, and the president. Leaves of absence for instructional faculty will be reported monthly to the Board of Regents.

See [Leaves](#) for information about benefit coverage during a leave and the criteria for a leave under the Family and Medical Leave Act (FMLA) are entitled to receive University contributions toward medical and dental premiums.

16.C.7 Military Leave

Leaves of absence without salary for military service may be given to a person who is called up as a member of the National Guard or Reserve. Faculty members should contact the appropriate dean or director for more information. The University complies with the *Uniformed Services Employment and Reemployment Rights Act* (USERRA). See [SPG 201.30-1](#) for more on unpaid leaves of an instructional nature.

16.C.8 Military Reserve Duty

All regular faculty and staff are granted up to 15 working days off in any one calendar year without loss of their regular compensation or any loss of their fringe benefits in order to participate in Military Reserve or National Guard Training Programs or for service required as a result of civil disorder or other emergency. The faculty member's regular University compensation will be reduced by the amount of base military pay, if any, received for such services. On request, faculty may choose to use available vacation time to allow them to receive their full University pay. ([SPG 201.33](#)).

16.C.9 Sick Leave

The University wishes to minimize the loss of compensation to faculty when illness, injury, disability or preventive medical care makes absence from the performance of duty unavoidable. Consistent with its needs and requirements, the University grants sick leave to eligible members of the faculty when they make application on these grounds. The duties of the individual on sick leave are to be provided for without additional funding from the staff member's school or college.

Members of the faculty who become incapacitated by sickness or accident are eligible for sick leave for periods of time and at rates of compensation that vary according to the individual's length of service with the University and his or her rank. Regular and supplemental instructional faculty members are eligible for short-term sick leave at their regular salary during incapacity not to exceed three calendar weeks annually. Regular faculty members with service of two years or more are eligible for extended sick leave for one-half of a University-year at regular salary and one-half of a University-year at one-half regular salary. As an alternative, the faculty member may opt to receive sick leave income paid during incapacity at the full rate of the faculty member's academic year annual salary or twelve-month salary for a time not to exceed three-quarters the length of his or her annual appointment (up to a total of 6 3/4 months for faculty who hold University-year appointments or up to a total of 9 months for faculty who hold 12-month appointments).

Regular associate and full professors, associate and full research scientists and research professors, and senior associate librarians and archivists, librarians, and curators with ten years of service or more are eligible for extended sick leave for one University-year at regular salary and for an additional University-year at one-half regular salary. As an alternative, the faculty member may opt to receive sick leave income paid during incapacity at the full rate of the faculty member's academic year annual salary or twelve-month salary for a time not to exceed one length plus one-half the length of his or her annual appointment (up to a total of 13 1/2 months for faculty who hold University-year appointments or up to a total of 18 months for faculty who hold 12-month appointments).

The maximum amount of sick leave available for any one continuous illness or injury is three weeks of short-term sick leave plus the faculty member's extended sick leave benefits minus any short-term sick leave taken during the one year short-term sick leave period or the five year extended sick leave period in effect at the time the illness or injury occurs (SPG [201.11-1](#)).

16.D University Holidays and Closures/Vacation

16.D.1 Holidays (University-wide)

Subject to certain regulations prescribed by the University, faculty members and staff are to be granted time off work without loss of compensation in order to observe the following seven University-designated holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day

- the day following Thanksgiving
- Christmas

University-designated holidays will be observed on the calendar day on which each falls except that holidays falling on Sunday will be observed on the following Monday and holidays falling on Saturday will be observed on the preceding Friday. Operating units that have seven day per week operations may observe Saturday and Sunday holidays on the day on which they fall rather than the preceding Friday or following Monday. ([SPG 201.26-0](#)) See also handbook section [16.D.2 "Season Days"](#)

16.D.2 Season Days

All regular faculty and staff are granted time off without loss of their regular compensation on the four working days that fall between the University-observed holidays of Christmas Day and New Year's Day, subject to regulations prescribed by the University. Most University units and departments are closed during this time period; faculty should check with their unit administrators about unit procedures. Faculty who are required to or elect to work on one or more of their designated Season Day(s) will receive an equivalent amount of vacation time. To claim this additional vacation time, they should follow the same procedures they use when claiming the annual vacation allowance the University provides to them. They must use any vacation earned in this way before the next date on which the University renews their annual vacation allowance. (SPG [201.26-1](#).) Also see handbook section [16.D.1 "Holidays"](#)

16.D.3 Vacation Allowance

Regular faculty holding University-year appointments are not eligible to accrue vacation time (SPG [201.64-1](#)).

Instructional Faculty with Twelve-Month Appointments

Regular and clinical instructional faculty who hold twelve-month appointments and have more than six months of service are eligible for a vacation allowance with regular compensation. The annual vacation allowance to eligible persons is equivalent to one month in 12. Individuals who have served for at least six months but less than 12 are eligible for a vacation allowance proportionate to the fraction of a year served. Part-time regular instructional faculty holding twelve-month appointments also receive annual vacation allowances on a proportional basis. The vacation allowance is in addition to University holidays and season days.

The vacation allowance may not exceed one month in twelve, and is not accumulated from one year to the next. In certain limited circumstances, payment in lieu of vacation time may be approved (bylaw [5.15](#) and SPG [201.64-1](#)). Neither vacation time nor pay in lieu of vacation may be granted prior to eligibility for the allowance.

Research Faculty, Librarians, Archivists, and Curators

Research faculty accrue paid vacation at the rate of two days per month beginning with the first date of employment. Part-time faculty members in these positions who are regularly scheduled to work 20% (eight hours) or more per week accrue vacation time on a proportionate basis. Faculty regularly scheduled to work less than 20% (eight hours) per week do not accrue paid vacation. Vacation time accrues during time worked and during absences covered by sick time and vacation. Vacation time is

available for use during the calendar month in which it is accrued. Vacation days may be accumulated over a period of time up to a maximum of twice the annual accrual rate. (SPG [201.64-0](#)) Vacation days are in addition to the University holidays and season days.

Vacation for librarians, archivists, and curators, is governed by Article XXV in the [LEO-GLAM collective bargaining agreement](#).

16.D.4 Emergency Closing

It is the policy of the University to remain open at all times in order to maintain services to students, patients, and the public. However, in the event of emergency conditions due to severe weather, utility failures, or other circumstances, the University may order an emergency closing for certain non-critical service areas. Critical services basic to health care, safety, and daily sustenance have to remain open, and staff in these areas and in all other units that are not closed should make every reasonable effort to report to work. An emergency closing is declared by the president or designee and announced through the facilities of the University's News Service. See SPG [201.27](#) for further details, including the University's compensation policy in the event of an emergency closing.