

UNIVERSITY OF KENTUCKY ADMINISTRATIVE REGULATIONS	IDENTIFICATION AR II-1.3-2	PAGE 1
	DATE EFFECTIVE 11/11/88	SUPERSEDES REGULATION DATED 1/2/86

**PRORATION OF SALARY AND VACATION LEAVE FOR FACULTY MEMBERS WHOSE
EMPLOYMENT TERMINATES PRIOR TO THE END OF AN ASSIGNMENT PERIOD**

A. Faculty Member Employed on a Nine-Month (or Academic Year) Assignment Basis

The assignment period for a faculty member in this category is August 16 through May 15. One-ninth of annual salary is considered to be earned for each full month of service during this assignment period. A faculty member whose employment terminates prior to May 15 shall have earned one-ninth of annual salary for each full month of completed service. If termination of employment occurs at a time other than month-end, the salary for that month shall be prorated on a basis of calendar days. If earned salary is less than the amount which has been paid to the faculty member at the time of termination of employment, the faculty member shall be required to reimburse the University for the difference.

B. Faculty Member Employed on a Ten-Month Assignment Basis

The assignment period for a faculty member in this category is normally August 1 through May 31; however, with prior consultation with the affected faculty member and approval by the appropriate chancellor or vice president, the two months when the faculty member is not on regular assignment during the fiscal year may be other than June and July. One-tenth of annual salary is considered to be earned for each full month of service during the assignment period. A faculty member whose employment terminates prior to the end of the assignment period shall have earned one-tenth of annual salary for each full month of completed service. If termination of employment occurs at a time other than month-end, the faculty member's salary for that month shall be prorated on the basis of calendar days. Taking into account also Section E concerning vacation leave, if earned salary is less than the amount which has been paid to the faculty member at the time of termination of employment, the faculty member shall be required to reimburse the University for the difference.

C. Faculty Member Employed on an Eleven-Month Assignment Basis

The assignment period for a faculty member in this category is normally August 1 through June 30; however, with prior consultation with the affected faculty member and approval by the chancellor or vice president, the month when the faculty member is not on regular assignment during a fiscal year may be other than July. One-eleventh of annual salary is considered to be earned for each full month of service during an assignment period. A faculty member whose employment terminates prior to the end of an assignment period shall have earned one-eleventh of annual salary for each full month of completed service. If termination of employment occurs at a time other than month-end, the faculty member's salary for that month shall be prorated on the

basis of calendar days. Taking into account also Section E concerning vacation leave, if earned salary is less than the amount which has been paid to the faculty member at the time of termination of employment, the faculty member shall be required to reimburse the University for the difference.

D. Faculty Member Employed on a Twelve-Month Assignment Basis

The assignment period for a faculty member in this category is July 1 through June 30. One twelfth of annual salary is considered to be earned for each full month of service during this assignment period. A faculty member whose employment terminates prior to June 30 shall have earned one-twelfth of annual salary for each full month of completed service. If termination of employment occurs at a time other than month-end, the faculty member's salary for that month shall be prorated on the basis of calendar days (refer also to Section E concerning vacation leave).

E. Vacation Leave

A faculty member employed full-time on a ten-month, eleven-month, or twelve-month assignment basis is entitled to 22 working days of vacation leave with pay per assignment period. Vacation leave normally cannot be accumulated from one assignment period to another, except that a faculty member on a twelve-month assignment basis may take vacation leave either during the assignment period in which the vacation leave is earned or during the subsequent assignment period. Under unusual circumstances, provided it is in the best interest of the University and has advance approval by the appropriate chancellor or vice president, a faculty member on a ten-month or an eleven-month assignment basis also may take unused vacation leave during the assignment period following that in which the vacation leave was earned. A faculty member on a nine-month assignment basis has no entitlement to vacation leave.

Vacation days earned per month during an assignment period and the terminal vacation pay per day of unused vacation leave shall be calculated as follows:

Type of Assignment	Vacation Days Earned Per Month During an	Terminal Vacation Pay Per Day of Unused Vacation Leave in and Assignment Period
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<u>Period</u> <u>Salary)</u>	<u>Assignment Period*</u>	<u>(APS = Assignment Period</u>
Ten-Month	2.200	APS/217
Eleven-Month	2.000	APS/238
Twelve-Month	1.833	APS/260

*Vacation allowance earned for a period of less than one month shall be prorated on the basis of calendar days for that month.

Faculty members shall be paid for earned but unused vacation leave, up to a maximum of 22 days, at the time of termination of employment. In reverse manner, faculty members shall be required to reimburse the University for paid vacation leave used in excess of the amount earned at the time of termination of employment.