

HR010 Annual Leave Policy

Policy Type: Administrative/Operations
Responsible Administrator: Dulcie Gunner,
Director
Responsible Office: Human Resources

Originally Issued: July 1, 2019
Revision Date: July 13, 2021
Training Required: No
LCME Required: No

Approved by:



Marc J Kahn, MD, Dean

Date: July 13, 2021

Definitions

N/A

Statement of Purpose

Kirk Kerkorian School of Medicine at UNLV (KSOM) will be adopting a revised annual leave policy that better aligns with the annual leave policy of main campus and NSHE. In sum, the new policy provides that School of Medicine employees will accrue two annual leave days each month and will be eligible to carry over up to 48 days of annual leave each fiscal year (instead of the current limit of 5 carryover days). For most employees, the policy change will go into effect on July 1, 2019.

Entities Affected By This Policy

KSOM academic faculty and administrative faculty.

Required Acknowledgement

Each team member that is affected by this policy needs to read and acknowledge the policy.

HR will provide the policy and attestation opportunities to the team members needed.

Policy

The Kirk Kerkorian School of Medicine at UNLV ("KSOM") will be changing its annual leave policy so that it is consistent with the annual leave policy followed by main campus and NSHE, and so that it gives employees the opportunity to carry over more annual leave days each year than allowed by the existing policy. The current policy only allows KSOM employees to carry over five (5) days of annual leave from one fiscal year to the next. However, the new policy will allow all KSOM employees to carryover up to **48 days** of annual leave each fiscal year. In addition, like main campus and NSHE, the new policy will provide that all KSOM employees will accrue two annual leave days per month (instead of a lump sum at the beginning of each year), for a total of 24 annual leave days a year. KSOM will continue its practice of

not paying out annual leave upon transfer, termination or resignation from employment from the School of Medicine.

The new policy will apply to all academic and administrative faculty on a full-time 12-month appointment ("A" Contract) within KSOM. To implement the new policy, we are providing you with this written notification. Please note that unless you fall under one of the exceptions below (and to the extent your employment contract does not already contain the language referenced below), effective July 1, 2019, or as otherwise set forth herein, your employment contract will be subject to the following terms and provisions: KSOM employees will accrue annual leave consistent with the policy set forth in Title 4, Chapter 3, Section 20, parts 1 through 4 of the NSHE code. However, there will be no payout for unused annual leave upon transfer, termination of or resignation from employment with the KSOM. Insofar as possible, approval to use annual leave must be secured with reasonable advanced notice. Employees who maintain high leave balances do so at their own risk. A copy of the relevant code section is included herewith for your reference.

We understand that some KSOM employees may currently need to exhaust certain annual leave days by June 30, 2019. KSOM wants to avoid any disruption to your schedule and also allow you to maintain annual leave days you may otherwise need to exhaust. Accordingly, to facilitate the transition to the new leave policy, the KSOM is also allowing for an early opt-in to the new policy for those employees whose current contract prohibits them from carrying over more than 5 days of annual leave (40 hours) from one fiscal year to the next. If you are one of those employees, you may choose **to opt-in to the carryover element of the new policy** prior to July 1, 2019 by selecting the early opt-in option on the acknowledgement included in this correspondence. By doing so, you will be agreeing to modify your contract to fall under the carryover provision of the new policy immediately, which will allow you to keep up to 48 days of any accrued annual leave from the current fiscal year to the following fiscal year beginning July 1, 2019, instead of only five days. This includes faculty who transitioned from UNR to UNLV with UNR leave balances. **If you do not believe you may reasonably use accrued annual leave in excess of 48 days prior to July 1, 2019, you must raise this issue to your supervisor no later than May 1, 2019.**

If you opt-in to the carryover element of the new policy prior to July 1, 2019, thereafter your Annual Leave carryover allotments each fiscal year will be subject to the limits described above (and as stated in Title 4, Chapter 3, Section 20, parts 3 of the NSHE code, excepting that there will be no payout for unused annual leave upon transfer, termination of or resignation from employment with the KSOM). **To be clear: Individuals choosing an early opt-in are only opting into the carry over provision of the new policy. They will not be subject to the new policy, in its totality, until the effective date of this policy applicable to employees based on their start date and role, as noted below.** Please Note: This notice and addendum supersede all prior notices and/or addendums related to Annual Leave and your employment agreement.

Effective Date of Policy and Continued Employment

Under NSHE Code, KSOM is required to provide you with certain information related to any change to your employment terms. Specifically, pursuant to [NSHE Code Title 2, Chapter 5](#), Sections 5.9.5, 5.2.3, and 5.2.4, respectively, you are informed of the following: (1) the effective date of this Notice is the date of delivery, if hand-delivered, or the date of electronic or paper mailing. Notices are deemed received on the date of hand delivery or date of electronic or paper mailing; (2) within 15 calendar days of this Notice, you may submit a written request for a statement of reasons for this Notice to the Dean of the KSOM; and (3) within 15 Calendar days of receipt of the statement of reasons, you may submit a written request for reconsideration to the Dean of the KSOM.

Please note that the full effective date for this amended policy will vary depending upon when an individual commenced employment at the KSOM. Specifically, the date that you will begin to accrue two days of annual leave per month may vary depending on when the 12 month period ends from the current year in which you previously received your 24 days of annual leave upfront. Our desire is that all employees will be agreeable to these contract changes. Regrettably, if you are not agreeable to this

future modification of your employment contract, then the following notices of non-reappointment or termination will be applicable:

Notice for Administrative Faculty with Two or Less Years of Service

Effective July 1, 2019, your employment contract will be subject to the foregoing terms and provisions. If you are not agreeable to those terms, you are hereby notified, pursuant to [Title 2, Chapter 5](#), Section 5.9.1, 5.9.3 or 5.9.4 of the NSHE Code that your employment will terminate on the 30th day of June, 2019.

Notice for Administrative Faculty with Three or More Years of Service (hired after March 1, 2005)

Effective October 1, 2019, your employment contract will be subject to the foregoing terms and provisions. If you are not agreeable to those terms, you are hereby notified, pursuant to [Title 2, Chapter 5](#), Section 5.9.1, 5.9.3 or 5.9.4 of the NSHE Code that your employment will terminate on the 2nd day of October, 2019.

Notice for Academic Faculty with More than One and Less Than Three Years of Service

Effective December 15, 2019, your employment contract will be subject to the foregoing terms and provisions. If you are not agreeable to those terms, you are hereby notified, pursuant to [Title 2, Chapter 5](#), Section 5.9.1, 5.9.3 or 5.9.4 of the NSHE Code that your employment will terminate on the 2nd day of October, 2019.

Notice for Academic Faculty with Three or More Three Years of Service (hired after March 1, 2005)

Effective July 1, 2020, your employment contract will be subject to the foregoing terms and provisions. If you are not agreeable to those terms, you are hereby notified, pursuant to Title 2, Chapter 5, Section 5.9.1, 5.9.3 or 5.9.4 of the NSHE Code that your employment will terminate on the 2nd day of October, 2019.

Notice for Academic and Administrative Faculty Hired Before March 1, 2005

Effective July 1, 2020, your employment contract will be subject to the foregoing terms and provisions: If you are not agreeable to those terms, you are hereby notified, pursuant to [Title 2, Chapter 5](#), Section 5.9.1, 5.9.3 or 5.9.4 of the NSHE Code that your employment will terminate on the 30th day of June, 2020.

Related Documents

[NSHE Code Title 2, Chapter 5](#)

Contacts

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