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Faculty Time Off Usage

Per the CBA, bargaining unit members are expected to be on campus for convocation, registration, student advisement, graduation, regularly scheduled faculty meetings and other activities specified in their appointment letter. Bargaining unit members shall request faculty time off prior to taking time off, with sufficient notice of the request prior to the date of the absence. Requests for time off may be taken after approval in writing by the dean, director, or designee.

Three days of FTO must be used during the Winter Closure when the University is closed for business. Bargaining unit members who intend to fulfill their workload obligations during the Winter Closure need to make prior arrangements with their supervisor for approval. The remaining twelve days of FTO shall be used when classes are not in session or as specifically approved in advance.

Requests to use FTO will not be unreasonably denied. The University encourages faculty members to use their FTO benefit for their well-being.

Faculty Time Off Timesheet Documentation

Faculty are required to submit a timesheet when using leave (e.g. FTO, sick leave, etc). Timesheets are available in [UAOnline](#) under “Employee Services” and are typically due by Monday, 12:00 p.m. following the end of a pay period. UAOnline requires your university Single Sign On (SSO) credentials. Also available in UAOnline are leave balances and pay stub information. If the timesheet submission deadline is missed, work with the department HR Coordinator to submit a paper timesheet.

All employees are responsible for submitting accurate timesheets. If there are errors, they should be corrected promptly. Timesheet approvers certify that a faculty member’s timesheet is accurate and complete. If the timesheet is inaccurate, the timesheet approver will return the timesheet for correction and request that the timesheet be revised appropriately and resubmitted. Maintaining accurate records of time off and leave use is important for the University of Alaska and its employees. The University is subject to federal recordkeeping requirements.

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