POLICY STATEMENT
The University is committed to serving as good stewards of public resources and meeting the needs of its employees. This policy ensures consistency and transparency in the administration of employee leave by outlining leave reporting requirements for Administrative and Professional Faculty (A & P Faculty) that are aligned with those mandated for the University’s Teaching Faculty and classified employees.

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DEFINITIONS

Administrative and Professional Faculty: Administrative and Professional faculty include senior administrators and managers and other professionals that have responsibility for supervision and evaluation of a significant number of staff and/or responsibility for supporting University policymaking or budgetary decisions. A & P Faculty members are exempted from the Virginia Personnel Act.
Administrative and Professional Faculty Leave Payout

CONTACT(S)

The Office of Human Resources officially interprets this policy. The Chief of Staff is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) Creating and Maintaining Policies through the appropriate governance structures. Questions regarding this policy should be directed to the Office of Human Resources.

ADMINISTRATIVE AND PROFESSIONAL FACULTY MAXIMUM LEAVE PAYOUT: POLICY CONTENTS

Norfolk State University's Administrative & Professional (A&P) faculty earn annual leave at a maximum accrual amount of 160 hours per year. A&P employees accrue this annual leave, and generally exhaust and use the leave, as needed. In some cases, depending on the needs of the department, and operational tempo, some A&P faculty members may not have the opportunity to exhaust and use the earned annual leave as desired.

Leave Payout
A&P faculty who terminate employment will be compensated for accrued, but unused, annual leave days in a lump sum payout equal to the value of the salary of accrued, but unused, annual leave days. The maximum number of accumulated leave hours that may be so compensated is 120 hours.

PUBLICATION

This policy shall be widely published or distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Executive will make every effort to:

- Communicate the policy in writing, electronically or otherwise, to the University community, including current and prospective students, within 14 days of Board approval;
- Submit this policy for inclusion in the online Policy Library within 14 days of Board approval;
- Post the policy on the Division of Academic Affairs, Enrollment Management Office and University Registrar web pages and any other related webpage’s, all student handbooks, and University catalogs; and
- Educate and train all stakeholders and appropriate audiences on the policy’s content, as necessary.
Administrative and Professional Faculty Leave Payout

REVIEW SCHEDULE

• Next Scheduled Review: 09/04/2021

• Approval date: University President: 09/04/2018

• Revision History: None – New Policy

• Supersedes: Administrative and Professional Handbook, 2002 (Leave Policy)

RELATED DOCUMENTS

None

FORMS

None