

FACULTY ANNUAL LEAVE POLICY

Policy #	AA-413	Revision #	02
Accessibility level	A	Effective date	01/20/2021

1. Scope

This policy applies to all full-time faculty members at FBSU.

2. Definitions

NA.

3. Policy

- 3.1. A full-time faculty member is entitled to a paid annual leave at the rate of thirty (30) calendar days for each semester completed. The leave is to typically taken during the summer vacation. Faculty who begin midyear and only complete one semester before the summer vacation will be entitled for 30 calendar days. The University Council determines the report to duty dates, provided that the summer vacation begins only after the end of the exam work and the announcement of the results.
- 3.2. In-Between Semesters Break: A faculty member shall be granted one week leave between the two semesters (fall and spring) unless the nature of the work or the interest of the university requires otherwise.
- 3.3. Work Assignment during Annual Break:
 - 3.3.1. The Chancellor may assign a faculty member to teach during the annual leave, and he shall be compensated for the period during which he is assigned to work with an additional salary equivalent to his salary for this period, provided that the period for which he is compensated does not exceed sixty days per year.
- 3.4. The Chancellor may assign a teaching staff member during the annual vacation to assume administrative burdens and responsibilities for the summer semester. In this case, the teaching quorum for the assigned faculty member shall be reduced by half the reduction stipulated in the provisions of Article (50) of these regulations.
- 3.5. Annual Leave Postponement
 - 3.5.1. Based on the requirements of the work interest, the Chancellor has the right to agree to postpone the enjoyment of a faculty member and those similar to him from his annual leave or part of it.
 - 3.5.2. Official leaves, sick leave, and other leave shall be granted in accordance with the provisions of the Civil Service Law and its implementing regulations summarized in the Human Resources Regulations. These vacations are calculated from the annual leave for faculty members if they coincide with them.