

## **PAID TIME OFF FOR FACULTY ON TWELVE MONTH CONTRACTS**

### **POLICY STATEMENT**

Paid time off is granted by Chapman University for relaxation and rest away from the job. The appropriate provisions of this policy shall apply equally to all 12-month faculty.

### **REASON FOR THE POLICY**

The purpose of this section is to outline the University policy concerning sick time and vacation time for 12-month faculty.

### **POLICY**

1. Chapman's faculty members on 12-month contracts (hereafter, "faculty") are entitled to a bank of forty (40) hours of paid sick leave each academic year annually (which does not accrue and will not be paid out upon termination).
2. Additionally, Chapman is committed to providing a flexible work schedule to its faculty, to enable them to take time away from their teaching, research, and administrative responsibilities as faculty members.
3. Faculty may take unlimited paid time off, provided they meet their job responsibilities, and the function of the university's academic goals and objectives is not compromised.
4. This ability to take unlimited paid time off is not a vacation benefit that accrues, and it is not additional wages for services performed, but rather this is a commitment to a culture of work-life balance. Because paid time off benefits are unlimited and do not accrue, they will not be paid out upon termination.
5. Paid time off will be administered by each College/School. Each College/School will release a schedule of its "flex time periods," based on the needs of the school's academic schedule. These "flex time" windows will notify faculty of (1) when their presence on campus is crucial to ensure students have the benefit of in-person interaction, and (2) when the faculty's lack of presence on campus will have less of an adverse impact, such as scheduled breaks. Chapman encourages faculty to take advantage of "flex time"; however, paid time off still must be approved during flex periods.
6. Faculty should request paid time off, as soon as practicable, but ideally, one month in advance. Requests should be directed to the Dean's office. The Dean's view of the academic and business operational needs of each College/School, including class schedules, teaching load, and student support and engagement, is the primary factor that will be considered in scheduling time off.
7. Paid time off can be approved or denied in the sole discretion of the University, but approval will not be unreasonably withheld. The Dean's office will attempt to accommodate late requests, if doing so will not negatively impact the academic and faculty administrative operations of the College/School, but requested time off may be denied if not scheduled according to this policy. Each Dean's office will be responsible for balancing approvals, ensuring that there will not be a time when the campus is without the

leadership and support needed from faculty. It will also take reasonable measures to ensure that all employees are truly able to take time off under this policy.

8. Issues with a faculty member's non-compliance with this policy will be addressed by the Dean, in consultation with Human Resources, as appropriate.

#### **OFFICE RESPONSIBLE FOR POLICY**

Human Resources

Contact Information for questions about this policy: (714) 997-6686

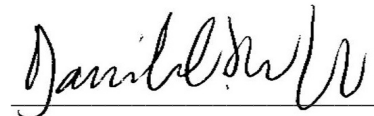
#### **WEBSITE ADDRESS FOR THIS POLICY**

(link)

#### **WHO APPROVED THIS POLICY**

Senior Staff member submitting the policy: Brenda Rushforth Date

approved: 8/7/25

A handwritten signature in black ink, appearing to read "David L. Smith", written over a horizontal line.

President

#### **PUBLICATION DATES:**

Effective: (date of publication)

#### **RELATED MATERIALS**