
Responsibilities of Chairs and Directors for Entering Time in Absence Management

Part I: Vacation

Department chairs and school directors earn vacation in accordance with their fractional appointment. Those who are 1.0 chairs earn 16 hours (two days) of vacation per month. Those who are .8 chairs earn 80% of that, or 12.8 hours per month.

Chair Fraction	Vacation Earned Monthly
1.0	16 hours
.80	12.8 hours
.60	9.6 hours
.40	6.4 hours
.20	3.2 hours

According to the Collective Bargaining Agreement, requests for vacation shall be submitted in writing to the appropriate administrator (meaning the dean) at least 30 days in advance. Once approved, the chair shall enter his or her time in Absence Management in PeopleSoft (MySJSU, Self-Service, Time Reporting). In some colleges, this may be done by a time-keeper on behalf of the chair and also might require submission of a “substitute chair” form so the dean knows who is in charge during the chair’s absence.

If the chair is unable to submit vacation time in the system for whatever reason, the college dean or designee will do so on his or her behalf. In all cases, the college dean serves as the final authority to approve all faculty absences and leave usage within the college/unit.

While on vacation, a chair does not work. If a chair reads email or answers phone calls, it is done on a volunteer basis. Having responded to an email or otherwise having conducted business while on vacation does not mean that no vacation time is taken. The vacation leave is still to be entered into Absence Management.

Once a chair term expires and a chair returns to the faculty, vacation benefits no longer apply. A faculty member cannot take vacation days accumulated while he or she served as chair.

Therefore department chairs and school directors must use their vacation time while still holding a chair/director appointment. Please be aware of the following rules regarding accumulation of vacation hours:

- Vacation credits are cumulative to a maximum of 320 hours for 10 or less years of qualifying service or 440 hours for more than 10 years of such service. Accumulations in excess of this amount as of January 1 each year shall be forfeited.
- After one full year of employment, a faculty unit employee shall take at least 40 hours of vacation each calendar year. Any part of the forty hours not taken during the calendar years shall be forfeited as of January 1 of the subsequent year.
- Any accrued vacation that remains at the end of the chair's term will be taken out of departmental operating funds. A large payout to a highly paid department chair could adversely impact department budgets. As such, it is strongly recommended as a best practice that chairs use their vacation time periodically over their chair terms.

Part II: Sick Leave

Department chairs, like all full-time faculty, accrue 8 hours of sick leave each month. The accumulation of sick leave does not relate to the chair fraction, in other words. Under the terms of the Collective Bargaining Agreement, sick leave may be accumulated without limit.

Department chairs are responsible for immediately reporting an absence to the appropriate administrator. They should also notify the dean as soon as possible when a medical absence is known in advance (a planned surgery, for example). The chair shall enter his or her time taken in Absence Management in PeopleSoft (MySJSU, Self-Service, Time Reporting). In some colleges, this may be done by a time-keeper on behalf of the chair and also might require submission of a "substitute chair" form so the Dean knows who is in charge during the chair's absence.

If the chair is unable to submit sick time in the system for whatever reason, the college dean or designee will do so on his or her behalf. In all cases, the college dean serves as the final authority to approve all faculty absences and leave usage within the college/unit.

While on sick leave, a chair does not work. If a chair reads email or answers phone calls, it is done on a volunteer basis. Having responded to an email or otherwise having conducted business while on sick leave does not mean that no time is taken. The sick leave is still to be entered into Absence Management.