

Chapter 9

Leave and Benefits

9.1 LEAVE (new)

9.1.1 PROFESSIONAL DEVELOPMENT LEAVE¹ (formerly 2.14.4)

Professional development leave may be granted by the president of the university to any tenured faculty member who has completed at least 6 years of full-time service with the university. The purpose of professional development leave is to relieve faculty of normal duties so that they can pursue significant projects facilitating their professional growth and development, thus enhancing their future contributions to the university.² Such leaves are not granted automatically upon completion of the necessary period of service.

9.1.2 FACULTY EDUCATIONAL LEAVE³ (formerly 2.14.5)

The Faculty Educational Leave provides opportunities for faculty to pursue a terminal degree. Faculty who are interested in educational leave are invited to work with their department head and dean or designee to prepare their request. Requests will be evaluated on a case-by-case basis by the Provost and Executive Vice President for Academic Affairs.⁴

9.1.3 WUHAN SCHOLAR EXCHANGE⁵ (formerly 2.14.6)

Jacksonville State University's partnership with Wuhan University (WU) provides an opportunity for professors, staff, and students from Jacksonville State University to travel to Wuhan, China, to teach and study, while allowing professors from WU to conduct research, teach classes, and observe educational practices in the United States. For additional information, consult the website of the Division of Academic Affairs (Faculty Resources).

9.1.4 PERSONAL LEAVE DAYS⁶ (formerly 2.14.7)

Each faculty member may request two personal days of leave for each academic year with no explanation. Personal days may not be used to expand official university holidays. Arrangements for covering teaching assignments and other duties must be made by the faculty member. All arrangements for the absence must be made by the faculty member with 10 days written notice to the department head and/or dean. The classes to be missed and the provisions made for coverage of classes must be reported by the faculty member in writing to the department head.

¹ Revised 06/2023

² https://www.jsu.edu/academicaffairs/leave/professional_leave.html

³ Revised 06/2023

⁴ https://www.jsu.edu/academicaffairs/leave/educational_leave.html

⁵ Revised 06/2023

⁶ Revised 06/2023

9.1.5 LEAVE OF ABSENCE WITHOUT SALARY⁷ (formerly 2.14.8)

Normally, the university does not grant leaves of absence to non-tenured faculty members. Leave time does not count toward promotion. If leave is granted to a non-tenured faculty member, the period does not count toward tenure. All leaves of absence must be approved by the department head, the dean, the Provost and Executive Vice President for Academic Affairs, and the president. Faculty are advised to consult the Office of Human Resources regarding benefits, if any, during leave. Overstaying a leave of absence without approval of the president or (while on a leave of absence) seeking and accepting other employment without previous authorization constitutes an automatic resignation and subsequent loss of benefits.

9.1.6 SICK LEAVE⁸ (formerly 4.3.7.2)

Sick leave is accrued by all regular, full-time faculty at the rate of 8 hours per month. The maximum accrual of sick leave by full-time faculty during any twelve-month period is 96 hours. Escrowing salary does not affect the rate of accumulation. The accumulated amount may be used for employees' illness, injury, surgery, childbirth, doctor/dentist appointments; or for the illness, injury, surgery, doctor/dentist appointments for immediate family member of employee. Immediate family member is defined as legal spouse, child, parent of employee or spouse, sibling of employee, grandparent of employee.

Sick leave is granted to the faculty member in relation to 8-hour days or portions of work days; e.g., 4 hours for half day or one 1-hour visit to the dentist. The university reserves the right to require a faculty member to obtain a physician's statement of the employee's illness or family member's illness. Sick leave may be accumulated to an unlimited amount. Upon retirement, faculty are allowed to convert unused sick leave time into service time for the purpose of retirement. Faculty members may contact the Office of Human Resources for additional information.⁹

9.1.7 FAMILY AND MEDICAL LEAVE ACT (FMLA)¹⁰ (formerly 2.14.9)

The Family and Medical Leave Act of 1993 provides for up to 12 weeks of unpaid leave during a one-year period for certain qualifying events. The one-year period will be defined as twelve months from the date the employee last began an approved Family and Medical Leave (FMLA). If approved for FMLA, health insurance benefits will continue during the approved period as they are normally paid. However, if an employee chooses not to return to employment at JSU at the end of the approved period, the employee will be required to repay health premiums to JSU for the entire period of unpaid FMLA.

Employees returning from Family Medical Leave must report through human resources to the supervisor. Overstaying a leave without previous authorization constitutes an automatic resignation and subsequent loss of benefits. Upon return from leave, the employee will be

⁷ Revised 06/2023

⁸ Revised 06/2023

⁹ <https://public.powerdms.com/JSUAL/documents/1291450>

¹⁰ Revised 06/2023

returned to the same or equivalent position with equivalent pay, benefits, and other employment terms. For eligibility requirements and additional information concerning FMLA, see human resources' website or contact the Office of Human Resources.¹¹

9.1.8 BEREAVEMENT LEAVE¹² (formerly 4.4)

Leave may be granted for bereavement purposes in cases of death in the immediate family or death of a person to whom unusually strong personal ties exist, due to the employee's having been supported or educated by a person of some relationship other than those specified above. The employee must file a written explanation of the circumstances, along with the request for sick leave, to the department head or director. Bereavement leave is limited to 3 days per case.

9.2 INSURANCE AND ANNUITIES (formerly 4.1)

9.2.1 HEALTH INSURANCE¹³ (formerly 4.1.1)

Group health insurance is provided to eligible employees. Jacksonville State University participates in the Public Education Employees' Health Insurance Plan (PEEHIP). Faculty may contact the Office of Human Resources for specific details for coverage and cost for individual faculty and family coverage. Optional plans for eligible employees cover dental, vision, cancer, and hospital indemnification.

9.2.2 403-B PLANS: TIAA/CREF AND VALIC¹⁴ (formerly 4.1.2)

The university offers various types of tax-deferred annuities through Teachers Insurance and Annuity Association and VALIC. Normally, after two years of full-time employment, contributions by faculty members are matched by the university at 3%, 4%, or 5% and will provide a retirement annuity in addition to the regular Alabama Teachers Retirement System. Contributions to these annuities are tax-deferred until they are withdrawn at retirement. Faculty members may contact the Office of Human Resources for additional information.

9.2.3 DISABILITY INSURANCE¹⁵ (formerly 4.1.3)

After one year of regular, full-time employment, disability insurance coverage is provided to JSU employees at no cost. This plan pays 60% of Monthly Earnings to a Maximum Gross Monthly Benefit of \$5,000.00 per month subject to reduction by deductible sources of income or Disability Earnings. If approved, benefits will begin at the beginning of the month following six months from the date of disability. This benefit continues until age 65, disability ceases to exist, or death.

9.2.4 TERM LIFE INSURANCE¹⁶ (formerly 4.1.4)

¹¹ <https://www.jsu.edu/hr/benefits/leave.html>

¹² Revised 06/2023

¹³ Revised 06/2023

¹⁴ Revised 06/2023

¹⁵ Revised 06/2023

¹⁶ Revised 06/2023

Jacksonville State University provides basic group life insurance for all regular, full-time employees in amount equal to two times an employee's annual salary, not to exceed \$300,000. This also includes accidental death and dismemberment at two times an employee's salary, not to exceed \$300,000.

Supplemental life insurance up to three times an employee's salary and dependent life insurance for spouse and/or any number of dependents may be purchased as an option to the basic group policy provided to the employee, not to exceed \$300,000. Faculty members may contact the Office of Human Resources for additional information.

9.2.5 LIABILITY INSURANCE¹⁷ (formerly 4.1.5)

The university provides liability insurance for faculty in cases where an individual faculty member has exposure for acts performed in the line and scope of that individual's duties as an employee of the university. Faculty members may contact the Office of Human Resources for additional information.

9.3 MANDATORY BENEFITS (formerly 4.2)

9.3.1 TEACHER RETIREMENT SYSTEM¹⁸ (formerly 4.2.1)

All regular full-time faculty positions are required to be members of the Alabama Teachers Retirement System. Complete information regarding contribution rate, retirement benefits, withdrawal provision, etc., is available in the Office of Human Resources.

9.3.2 SOCIAL SECURITY¹⁹ (formerly 4.2.2)

All faculty are required to participate in the social security program (Federal Insurance Contributions Act). Faculty will contribute the percentage of salary specified by current law, and the university will contribute the amount specified for the employer. A valid social security card must be presented at the time of orientation. Complete information on contribution rate, retirement benefits, etc., is available in the Office of Human Resources.

9.3.3 STATE BOARD OF ADJUSTMENTS²⁰ (formerly 4.2.3)

By Alabama law, Jacksonville State University is exempt from workmen's compensation insurance. Claims for injury and loss of life may be submitted to the State Board of Adjustments in Montgomery. The Office of Human Resources can provide assistance in filing Board of Adjustments claims.

9.3.4 UNEMPLOYMENT COMPENSATION²¹ (formerly 4.2.4)

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¹⁸ Revised 06/2023

¹⁹ Revised 06/2023

²⁰ Revised 06/2023

²¹ Revised 06/2023

Faculty are covered by the Unemployment Compensation Law of the State of Alabama. Since the university makes the payments, no part of the cost is withheld from the salaries of individual faculty members.

9.3.5 DIRECT ELECTRONIC DEPOSITS OF SALARY AND REIMBURSEMENTS²² (formerly 4.2.5)

Faculty must participate in direct deposit. Deposits may be made at two or more financial institutions or into two or more accounts (savings and/or checking) at one institution. Reimbursements from JSU Accounts Payable (travel and other reimbursements) will be deposited directly into the faculty member's account. Monthly salary deposits will be electronically issued on the first working day of the month, following the month in which compensation was earned. Arrangements for the required electronic deposits are made through the Office of Human Resources.

9.4 INSTITUTIONAL BENEFITS (formerly 4.3)

9.4.1 TUITION-ASSISTANCE PROGRAM²³ (formerly 4.3.1)

Jacksonville State University offers a tuition assistance program, managed by the Office of Human Resources. After one year of full-time employment, Jacksonville State University employees may participate in the tuition assistance program. Faculty members may contact the Office of Human Resources for additional information.²⁴

9.4.2 DEFERRED COMPENSATION (RSA-1)²⁵ (formerly 4.3.6)

Additional tax-deferred contributions may be made to the Alabama Teachers Retirement System and credited to a deferred compensation plan. Participation in this plan is voluntary and not matched by the university. For additional information, contact the Office of Human Resources.

9.4.3 RMC/JSU HEALTH CENTER²⁶ (formerly 4.3.7.1)

RMC/JSU Health Center, located at 1701 Pelham Road South, provides quality services that are accessible and affordable to the entire campus community regardless of race, handicap, nationality, sexual orientation, familial status (having one or more children), religion/religious beliefs or gender. For further details on services and benefits, contact the Office of Human Resources.

9.4.4 FLEXIBLE BENEFIT PLAN²⁷ (formerly 4.5.9)

²² Revised 06/2023

²³ Revised 06/2023

²⁴ <https://public.powerdms.com/JSUAL/documents/1291471>

²⁵ Revised 06/2023

²⁶ Revised 06/2023

²⁷ Revised 06/2023

Jacksonville State University offers both a health flexible spending and dependent care account. These plans use pre-tax dollars for health care and child care. For additional information, contact the Office of Human Resources.

9.4.5 BENEFITS OF RETIRED FACULTY²⁸ (formerly 4.6)

Subject to current policies, restrictions, and fees applicable to full-time faculty, retired faculty may:

1. Participate in all ceremonies of the university.
2. Share in the social life of the faculty.
3. Continue to use university facilities such as meeting rooms, the bookstore, the cafeteria, the library, and recreational facilities.
4. Attend all formal events held by the university.
5. Obtain tickets to concerts, lectures, sports, and recreational events.
6. Obtain an identification card.
7. Obtain a parking permit.
8. Participate in the tuition-assistance program.

9.4.6 BENEFITS OF EMERITI FACULTY²⁹ (formerly 4.7)

The following privileges are available to emeriti faculty:

1. Emeriti faculty will receive special recognition at one commencement each year; and
2. Emeriti faculty may be provided office space, if available, at the discretion of the university.

9.5 CIVIC DUTY (formerly 4.8)

9.5.1 PART-TIME PUBLIC OFFICE³⁰ (formerly 4.8.1)

As responsible members of the community, faculty members often undertake civic duties and participate in political life. Faculty members may freely seek election or appointment to municipal, county, state, or federal offices that are not considered full-time jobs (i.e., city commission, state boards, presidential elector) and that would not interfere with their academic responsibilities. Faculty members may not use university property or supplies for campaigning.

9.5.2 JURY DUTY³¹ (formerly 4.8.2)

If a faculty member is called to serve as a juror or is subpoenaed as a witness, the faculty member will be granted administrative leave with pay. The faculty member may retain jury fees. In all cases arrangements must be made by the faculty member to cover teaching assignments and other duties, with approval of the department head.

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²⁹ Revised 06/2023

³⁰ Revised 06/2023

³¹ Revised 06/2023

A faculty member must be granted time off for jury duty. Faculty members are expected to report for work if they are excused from jury duty or are on a standby status. The faculty member must notify his/her department head of anticipated jury duty by presenting the court/jury summons or notice. The faculty member shall also provide day-to-day notice to his/her department head of the faculty member's jury status and of the anticipated termination of jury duty.

9.5.3 MILITARY³² (formerly 4.8.3)

In accordance with state and federal laws, military leave will be granted for annual field training or other active-duty training exercises upon presentation of a copy of military orders.

9.5.4 FULL-TIME PUBLIC OFFICE³³ (formerly 4.8.6)

Faculty or staff members who are elected or appointed to municipal, county, state, or federal offices that are considered to be full-time employment or that would interfere with academic responsibilities must request a leave of absence or resign from the university.

³² Revised 06/2023

³³ Revised 06/2023