

Date: March 30, 1998
To: H. Ross Ferrell, Staff Representative
From: Samuel J. D'Amico, Director of Labor Relations

In addition to benefits specified in the Agreement the following leave policies are applicable to part-time regular employees in compliance with the provisions of Article 19, Section D.

Disability Leave with Pay

Part-time regular faculty earn disability leave on a prorated basis. The full-time accrual rate is 1 2/3 days per monthly pay period. Disability leave may be accumulated up to a maximum of 150 days.

Disability leave with pay may be extended in exceptional circumstances beyond the amounts accumulated upon approval of the campus presidents or their designees.

Disability leave may be used when the employee is unable to perform duties because of a disability. Upon approval, disability leave may also be used for the employee's routine medical or dental appointments or in cases of death or disability in the employee's family or household.

Leave of Absence without Pay for Personal Illness

Part-time regular faculty may be granted additional unpaid leave in cases of their disability. Health and life insurance coverage will be retained provided that the employee continues to pay and share of the premium for which he or she is responsible. Additional disability leave or annual leave will not be accumulated during such periods of unpaid leave. While on such leave, the University will contribute its proportionate share to the retirement program if the employee elects to continue participation in this program. Such unpaid leaves will normally be limited to no more than one year.

Leave of Absence for Military Service

All part-time regular faculty who are members of the National Guard or who are military reservists will be given leave without loss of pay for not more than two weeks per year when engaged in training, if authorized by the Governor or under the provisions of the National Defense Act.

Leave for Jury Duty

Part-time regular faculty who are called to serve on a jury involuntarily will be given administrative leave without loss of pay.

Unpaid Leave of Absence for Personal Reasons

Unpaid personal leaves may be granted for up to one year and extended for up to two successive one year periods. Such leaves cannot ordinarily count as part of any probationary period applicable to an employee. While on such leave, disability leave is not earned. Retirement and insurance coverage may be continued at the expense of the employee. Applications for such leaves are subject to the approval of the campus presidents or their designees. Any special terms or conditions regarding the leave, or right to reemployment at its conclusion, should be expressed in writing prior to the commencement of the leave.

Agreement on Appropriate Bargaining Unit (Board Form 1)
Maine Labor Relations Board - October 9, 1986

The Part-time faculty unit shall include:

All part-time faculty members of the University of Maine System who teach credit courses or credit equivalent developmental or basic courses and who have been so employed for at least two semesters of the four immediately preceding semesters (fall or spring) and who are so employed in the current semester.

The following persons are excluded totally from the unit:

All faculty of the School of Law; all full-time regular employees of the University of Maine System; all part-time regular employees whose primary function is not teaching; all persons excluded from the definition of University employee pursuant to Section 1022 (11) A, B, and C of the UMLRA.

The following persons are excluded to the extent they are employed in the University as described below:

Unsalariated faculty; aides; persons teaching non-credit courses or programs; summer session faculty; all persons who are engaged in the supervision of student teaching or other clinical practice who are employed by the institution in which the supervision is given; all persons whose primary relationship with the University is a student relationship and who are teaching within the discipline in which they are students.