

not paying out annual leave upon transfer, termination or resignation from employment from the School of Medicine.

The new policy will apply to all academic and administrative faculty on a full-time 12-month appointment ("A" Contract) within KSOM. To implement the new policy, we are providing you with this written notification. Please note that unless you fall under one of the exceptions below (and to the extent your employment contract does not already contain the language referenced below), effective July 1, 2019, or as otherwise set forth herein, your employment contract will be subject to the following terms and provisions: KSOM employees will accrue annual leave consistent with the policy set forth in Title 4, Chapter 3, Section 20, parts 1 through 4 of the NSHE code. However, there will be no payout for unused annual leave upon transfer, termination of or resignation from employment with the KSOM. Insofar as possible, approval to use annual leave must be secured with reasonable advanced notice. Employees who maintain high leave balances do so at their own risk. A copy of the relevant code section is included herewith for your reference.

We understand that some KSOM employees may currently need to exhaust certain annual leave days by June 30, 2019. KSOM wants to avoid any disruption to your schedule and also allow you to maintain annual leave days you may otherwise need to exhaust. Accordingly, to facilitate the transition to the new leave policy, the KSOM is also allowing for an early opt-in to the new policy for those employees whose current contract prohibits them from carrying over more than 5 days of annual leave (40 hours) from one fiscal year to the next. If you are one of those employees, you may choose **to opt-in to the carryover element of the new policy** prior to July 1, 2019 by selecting the early opt-in option on the acknowledgement included in this correspondence. By doing so, you will be agreeing to modify your contract to fall under the carryover provision of the new policy immediately, which will allow you to keep up to 48 days of any accrued annual leave from the current fiscal year to the following fiscal year beginning July 1, 2019, instead of only five days. This includes faculty who transitioned from UNR to UNLV with UNR leave balances. **If you do not believe you may reasonably use accrued annual leave in excess of 48 days prior to July 1, 2019, you must raise this issue to your supervisor no later than May 1, 2019.**

If you opt-in to the carryover element of the new policy prior to July 1, 2019, thereafter your Annual Leave carryover allotments each fiscal year will be subject to the limits described above (and as stated in Title 4, Chapter 3, Section 20, parts 3 of the NSHE code, excepting that there will be no payout for unused annual leave upon transfer, termination of or resignation from employment with the KSOM). **To be clear: Individuals choosing an early opt-in are only opting into the carry over provision of the new policy. They will not be subject to the new policy, in its totality, until the effective date of this policy applicable to employees based on their start date and role, as noted below.** Please Note: This notice and addendum supersede all prior notices and/or addendums related to Annual Leave and your employment agreement.

Effective Date of Policy and Continued Employment

Under NSHE Code, KSOM is required to provide you with certain information related to any change to your employment terms. Specifically, pursuant to [NSHE Code Title 2, Chapter 5](#), Sections 5.9.5, 5.2.3, and 5.2.4, respectively, you are informed of the following: (1) the effective date of this Notice is the date of delivery, if hand-delivered, or the date of electronic or paper mailing. Notices are deemed received on the date of hand delivery or date of electronic or paper mailing; (2) within 15 calendar days of this Notice, you may submit a written request for a statement of reasons for this Notice to the Dean of the KSOM; and (3) within 15 Calendar days of receipt of the statement of reasons, you may submit a written request for reconsideration to the Dean of the KSOM.

Please note that the full effective date for this amended policy will vary depending upon when an individual commenced employment at the KSOM. Specifically, the date that you will begin to accrue two days of annual leave per month may vary depending on when the 12 month period ends from the current year in which you previously received your 24 days of annual leave upfront. Our desire is that all employees will be agreeable to these contract changes. Regrettably, if you are not agreeable to this

future modification of your employment contract, then the following notices of non-reappointment or termination will be applicable:

Notice for Administrative Faculty with Two or Less Years of Service

Effective July 1, 2019, your employment contract will be subject to the foregoing terms and provisions. If you are not agreeable to those terms, you are hereby notified, pursuant to [Title 2, Chapter 5](#), Section 5.9.1, 5.9.3 or 5.9.4 of the NSHE Code that your employment will terminate on the 30th day of June, 2019.

Notice for Administrative Faculty with Three or More Years of Service (hired after Mareb o30tc(e 52.2 (1 20)-13.8 .))