

Michigan State University
Department of Physiology
Summer Load and Salary Statement

Academic year (AY) faculty who are employed more than two months in the summer session are required to submit this statement to Physiology Chairperson Office (pslchair@msu.edu). The purpose of this statement is to confirm the faculty member understands the university policy regarding vacation time for AY faculty.

The following information is provided in the university's Faculty Handbook:

1. All academic personnel are appointed on either an academic year (AY) or annual year (AN) basis. An academic year appointment covers a full twelve month period with a nine-month assignment of duties and responsibilities, including related departmental meetings before registration in the fall and commencement and grade-reporting in the spring. The assignment period will normally be from August 16 through May 15 of the following calendar year.
2. Faculty and academic staff holding academic year appointments are not eligible for vacation leave during the academic year.
3. The university observes seven legal holidays by closing offices and dismissing classes. They are: New Year's Day, Martin Luther King Jr's Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day. In addition, the Friday following Thanksgiving Day, and as stipulated by the university based on the calendar, the working days preceding or following Christmas Day and New Year's Day are granted as holidays.

AY faculty are allowed/ expected to take vacation/ time off during the summer semester.

The Department of Physiology generally does not encourage summer salary in excess of 2.0 months but will make an exception to allow up to a maximum of 3.0 months at the request of the faculty member and with the approval of the department chairperson AND the following conditions are met:

- Summer salary greater than 2 months will not be approved unless and until this form has been received and approved.
- Summer appointments are for the conduct of University Business and do not include opportunities for paid leave time.
- Summer appointments with grant/sponsored project funding must be dedicated solely to the scope of work defined in the underlying approved grants/sponsored projects. Any administrative duties or other University Business must be funded from discretionary sources available to the faculty member.
- All faculty requesting summer appointments funded by grants/sponsored projects (all or in part) should expect that at some point they may be asked to provide documentation of their time and effort during the period of the appointment.
- Department policy is that faculty may NOT be appointed for greater than 2.5 months during the summer from federal, state, or other restricted account which requires effort reporting due to the high risk of audit and the financial risk it places on the department, college, and university.
- Any faculty appointment can only be a full 3 months when paid entirely or partially from non-restricted accounts which do NOT require effort reporting.

I am requesting summer salary for ____ months for summer semester _____ (year or years). I understand that this means that the only time allowed for vacation will be ____ workdays during the time that I am not employed in the summer.

Faculty Member

Signature

Date

Chairperson

Signature

Date

Send completed form to Physiology Chairperson Office (pslchair@msu.edu).