According to the *Bylaws of the Board of Regents of the University of Nebraska* 3.3.1 (b) “All members of the professional staff with responsibilities for instruction shall be members of the academic-year class unless otherwise provided at the time of their appointment. Salary payments to such staff members who render full service for an academic year shall be made in 12 equal monthly payments. The salary for such persons shall usually begin September 1 and end August 31 following. Full compensation for services of the academic year shall not be paid until such services are fully performed,...”.

In addition, the *Bylaws* in section 3.3.4 state “Salaries and wages shall be paid in State warrants. No compensation can be paid in advance of services performed.”

Therefore:

1. Faculty requesting leaves for the fall semester must go on unpaid leave because of the University policy to not pay for services which have not been performed. Faculty may be paid a percentage of their salary during a leave based upon the percentage of faculty service they provide during that period of time.

2. Faculty who have fulfilled, in the fall semester, their full teaching and service obligations for the entire academic year and are requesting leave for the spring semester may reduce their FTE to .50 and be paid half of their salary over the 12 month pay period.