



## **DIVISION OF ACADEMIC AFFAIRS**

### **OFFICE OF THE EXECUTIVE VICE PRESIDENT & PROVOST**

#### **Salary Savings**

It is the policy of Academic Affairs to allow each college and unit to retain salary savings. This policy enables Deans and Directors greater authority and flexibility in achieving internal goals and objectives for the unit. Salary savings occurs when a line “item” or position becomes vacant during the course of the fiscal year, i.e. leave without pay (LWOP), retirement, and 9-month sabbaticals. To request salary savings, the unit forwards a request, along with an approved copy of an Action Sheet to the Academic Affairs Budget Office.

#### **Special circumstances for USPS lines**

In most cases involving internal promotions and transfers of USPS employees, transfers are made into existing lines at different amounts than the original budget. Any salary savings associated with these transfers reverts to Academic Affairs. Likewise, any deficit which may occur as a result of a transfer or promotion is the responsibility of Academic Affairs.

#### **Special circumstances for Enhancement lines**

Salary savings does not accrue on enhancement lines. Enhancement lines are not transferred into the college or department until the line is filled.