

## **Academic Year**

### **A. For Full Time Teaching Faculty**

The academic year begins late in August and ends the following May, near the end of the month, with exact dates specified each year on the annual letter of agreement. Salaries are paid in twelve equal monthly installments on the last working day of each month, unless otherwise specified. Any change of salary becomes effective on September 1, and the first payment on the new schedule will be made on the last working day of each month.

### **B. For Administrative Staff with Faculty Rank, and Academic Support Staff with Faculty Rank**

The majority of staff positions are 12 month appointments, with employment from June 1 to May 31, or as specified in the employee's annual letter of agreement. Vacation for exempt (salaried) employees is specified in the Elon University Staff Manual, section V-9. Any change of salary becomes effective on June 1, and the first payment on the new schedule will be made on the last working day of each month in twelve installments.

(8/03)