

*Department of Emergency Medicine*

Title: <b>Department of Emergency Medicine Annual and Professional Leave Policy</b>	<b>POLICY</b>
<b>Applicability:</b> All Clinical Faculty	

**PURPOSE**

1. To delineate the process and procedures for clinical faculty annual leave requests and professional leave requests.

**POLICY STATEMENT**

1. Full-time faculty accrue annual leave per the UNM Annual Leave (AL) policy (<https://policy.unm.edu/university-policies/3000/3400.html>) and may accrue up to a total 252 hours. Annual leave accrual starts at time of hire and is 14 hours per month. Annual leave for faculty who are less than full-time is prorated by FTE. For additional details, please refer to the UNM Faculty Handbook, Section C50 (<http://handbook.unm.edu/section-c/c50.html>).
2. The work week is defined as 40 hours long. Annual leave requests primarily apply to weekdays so each weekday off requires 8 hours of AL. A request for 40 hours off gives 7 consecutive days off.
3. Due to the routine hours of clinical work in emergency medicine, faculty members do not need to request annual leave for routine time off to allow recovery from clinical shifts. However, annual leave (excluding other types of leave, such as maternity, paternity, sabbatical, professional) is required for extended absences from work (typically more than 4 days) especially when faculty members will not be able to perform academic work or are out of contact via phone or email.
4. Faculty have ten days of professional leave per academic year, prorated by FTE. Faculty may use professional leave to attend meetings, conferences, or when engaged in other professional activities. Additional professional leave may be granted by the Chair for faculty members with significant academic commitments. Professional leave does not reduce the clinical requirements (SE's) for that faculty member, but it allows time away from other regular academic duties.
5. Faculty must submit annual and professional leave requests which affect the clinical schedule to the Chair for approval at least three (3) months in advance of the month in which leave will be taken. The Chair may deny requests in order to maintain the continuity of operations. Faculty may submit annual and professional leave requests after the aforementioned three-month time frame, but these requests may be denied. If the total requests for annual and professional leave exceed the ability to grant all leave requests in a given month, then the requests will be prioritized by time of submission. Annual leave requests which do not affect the clinical schedule can be submitted any time prior to the leave request dates.

6. All leave requests must be submitted prior to taking leave. Retroactive leave requests cannot be processed.
7. Annual and professional leave requests can be canceled up to the date of leave.

#### **SPECIFIC OPTIONS FOR REQUESTING ANNUAL LEAVE:**

##### **Option 1: Requesting specific dates of leave for travel/vacation/etc. Faculty member IS requesting reduction of shift equivalent total for the month.**

- Each 7 days off will use 40 hours of annual leave balance.
- Must provide specific dates for the purpose of scheduling.
- Requests must be made at least three months prior to the first day of the month that leave is being requested.
- The number of faculty members able to take AL in a given month is limited, and these requests will be prioritized on the order that the leave requests are received by the EM Chair's Office, not the ED Scheduler.

##### **Option 2: Requesting specific dates of leave for travel/vacation/etc. Faculty member is NOT requesting reduction of shift equivalent total for the month.**

- Each 7 days off will use 40 hours of annual leave balance.
- Must provide specific dates for the purpose of scheduling.
- Requests must be made at least three months prior to the first day of the month that leave is being requested.
- Typically used to block off time for AL but the faculty member works the usual allotment of shifts before or after the annual leave dates.
- This type of request is easier to accommodate and may increase scheduling flexibility.
- Faculty member will work normal SE and will get additional SE based on hours of annual leave used.

##### **Option 3: Requesting use of annual leave balance but NOT requesting specific dates off on the clinical schedule. This will result in a positive adjustment to your shift equivalent balance.**

- Typically used if a faculty member is nearing the maximum of annual leave (252 hours), or if the faculty member wants to use annual leave to make up for a negative balance in the shift bank, or if a faculty member already is requesting time off from academic duties with no impact on the clinical schedule.
- Provide number of hours requested.
- Dates of leave are required if faculty member is requesting time off from academic duties. Dates of leave NOT required if the intent is to use up excess AL or to make up for negative shift bank balance.

##### **Option 4: Requesting professional leave (will NOT reduce the provider's shift equivalent total for the month)**

- Must provide specific dates for the purpose of scheduling.
- Requests must be made at least three months prior to the first day of the month that leave is being requested for requests that will affect the clinical schedule.
- The number of faculty members able to take professional leave in a given month is limited, and requests will be prioritized on the order that the leave requests are received by the EM Chair's Office. Annual Leave requests will take precedence over Professional Leave requests.

## PROCEDURE FOR REQUESTING ANNUAL LEAVE:

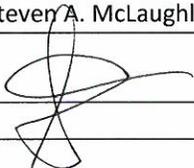
Submit an annual leave request form at least three (3) months in advance and by the deadline for schedule requests which is typically around the 25th day of any given month. This is approximately one month before the provider will submit his/her schedule requests to the scheduler for the month containing the annual leave. Leave requests submitted after that date may be denied.

1. Individual leave requests must be submitted for each month leave is requested. If the requested leave dates fall at the end of one month and carry over to the next month, two (2) separate leave request forms must be submitted.
  - a. Forms may be submitted electronically or via hard copy to the Chair's office. Printed forms are available in the copy room on the east wall in a hanging box marked "Leave forms." An electronic form can be found on the Resources page, right hand side under, "EM Department Forms and Evaluations" (<http://hsc.unm.edu/emered/Resources/Resources2009.shtml>).
2. Upon receipt, the faculty member's leave balance will be verified and the request will then be sent to the Scheduler who will check the monthly target allowable shift equivalents (SE's) for leave and confirm that there is sufficient coverage. The Chair will either approve or deny the request, based on the monthly target allowable SE's for leave.
3. Once the process is complete, the faculty member will be notified via e-mail by the office of the Chair that the leave request is approved or denied.
4. If the leave is approved, the ED scheduler will block the dates in the scheduling software, the provider does not use any of his/her allotted schedule blocks to request approved annual leave. The ED scheduler or their designee will enter the leave adjustment in the SE bank. The office of the Chair will report the leave in the payroll system one month after it is taken per University policy.
  - a. When AL is taken, the shift bank will be adjusted based on the faculty member's clinical FTE (cFTE). The average number of SE's which would have been worked by that faculty member during the period of AL will be added to the shift bank. For example: A faculty member who has a 0.5 cFTE and works an average of 3.38 SE per week will get a credit of 3.38 SE into their shift bank if they take 40 hours of annual leave.

### Effective Date

This policy is in effect September 11, 2015.

### Document Approval and Tracking

Item	Contact	Date	Approval
Owner	Department Administrator		N/A
Official Approver	Steven A. McLaughlin, MD, Chair, Emergency Medicine		Yes
Signature			
Effective Date		9/11/2015	
Last Revision			

## **Frequently Asked Questions**

**QUESTION:** *If we request a day off, do we assume that we won't be scheduled the overnight the day before as well as the overnight shift of that day?*

**ANSWER:** You will get the night off before the first day of AL. You may work the evening shift prior to the first date of AL. Conversely, you may be assigned to work the night shift following the last day of your AL.

**QUESTION:** *If the AL request spans a weekend but is less than 7 days (say Thu-Mon), is the provider charged 16 or 32 hours of AL?*

**ANSWER:** It takes 8 hours of leave per weekday off.

**QUESTION:** *Historically we have asked for M-F off and blocked the weekends around it to take a full 9 day. Under this model is that still the case?*

**ANSWER:** You define the specific dates on the request form and you can take 9 days off and only use 40 hours of AL if you include both weekends.

**QUESTION:** *If the schedule comes out without a shift in 4 days, are we expected to ask for AL if we go out of town during that period of time? If so, how does that work with the 3 month deadline?*

**ANSWER:** If you are out of town, not doing any academic work, then you should take AL. If the request does not affect the clinical schedule, then you can just submit the AL request anytime as long as it is before the dates of leave.

**QUESTION:** *Is the limit of PL days institutional or departmental? Some of us may have more than 10 days of professional responsibilities at conferences, etc.*

**ANSWER:** 10 days of professional leave gets you two weeks away if you include the weekends. For faculty members with a large academic commitment the Chair can approve additional leave if the nature of the work is in the interest of UNM SOM.

**QUESTION:** *Do you have to submit 3 months in advance for any professional or annual leave or only when you want it factored into the schedule requests?*

**ANSWER:** Only if the professional leave will impact the clinical schedule. If it does not impact the clinical schedule, then the three-month rule does not apply.

**QUESTION:** *Will PL be prioritized differently than AL? If there is limited leave allowed, are all considered first come/first served or does PL trump AL?*

**ANSWER:** Annual leave requests will have priority over professional leave requests.