



CLINICIAN EDUCATOR PROFESSIONAL DEVELOPMENT LEAVE

Purpose

The Clinician Educator Professional Development Leave Program (“Professional Development Leave”) was established on July 1, 2004. The purpose of Professional Development Leave is to free Clinician Educators from their normal clinical and teaching duties, enabling them to pursue training and/or education-related projects or opportunities that will enhance their patient care and teaching activities at Stanford. Professional Development Leave should not be used for maternity-related leave.

Professional Development Leave is with salary from Stanford University and benefits continue for a Clinician Educator on a Professional Development Leave. A Clinician Educator may not take a regular or administrative position at another hospital, clinic or academic institution during the leave.

Eligibility

Eligible

Clinical Assistant Professors, Clinical Associate Professors, and Clinical Professors who are benefits eligible (that is appointed at 50% full time effort (FTE) or more and for an appointment of six months or longer duration) are eligible for the Clinician Educator Professional Development Leave Program.

Ineligible

The Professional Development Leave program is not available to Clinical Instructors, those holding Clinician Educator (Affiliated) titles, and those Clinical Assistant Professors, Clinical Associate Professors, or Clinical Professors who are appointed part time at less than 50% FTE.

Service Accrual Towards Professional Development Leave

Calculating Accrual

Accrual for Clinician Educators who met the eligibility requirements for Professional Development Leave when the program commenced on July 1, 2004 begins on that date. For all others, accrual begins on the effective date of first becoming eligible for Professional Development Leave (as defined above).

Clinician Educators eligible for Professional Development Leave and appointed at 100% FTE accrue towards Professional Development Leave at a rate of two weeks per year or 1.167 days per month. Professional Development Leave is accrued on a *pro rata* basis by

regular part-time service at 50% time or more, under the same conditions of eligibility as applied to full-time service.

Professional Development Leave accrual stops during any period of leave. Professional Development Leave accrual stops if the Clinician Educator's FTE falls below 50% and he/she is no longer eligible for benefits; existing accrual is retained and accrual will resume if the Clinician Educator once again becomes eligible for the program.

Maximum Accrual

The normal maximum accrual is 70 days (10 weeks). When the Clinician Educator has met the initial five year service requirement as defined below, he/she should have 70 days accrued if he/she has been continually accruing at the rate of 1.167 days per month; fewer days if accrual has been on a *pro rata* basis. Departments (and divisions if applicable) are expected to make reasonable efforts to free a Clinician Educator who has reached the normal maximum accrual from his/her normal clinical and teaching duties for activities consistent the purpose of the Professional Development Leave Program.

If Professional Development Leave must be deferred for programmatic reasons, it may be taken at a later time. In this case, accrual continues until the leave is taken, but no more than 140 days (20 weeks) may be accrued in total. Leave accrual use is subject to the limit on leave duration stated below.

The Office of Academic Affairs maintains the accrual record that is available to the department and to the Clinician Educator.

Use of Service Accrual

Initial Five Year Service Requirement

The first Professional Development Leave may be taken after eligibility begins and five years of benefits-eligible service, in one of the three ranks eligible for the program, has been provided.

Limit on Leave Duration and Interval Between Leaves

The maximum amount of Professional Development Leave that may be taken at any one time is 70 days (10 weeks). Programmatic need may limit the duration of the Clinician Educator's Professional Development Leave, in which case, with departmental approval, a Clinician Educator may request an abridged leave, retaining unused accrual for future use. The interval between leaves should be at least one year unless the approved leave activity necessitates taking a series of short leaves.

Leave Salary

Professional Development Leave salary is base salary only, calculated at the Clinician Educator's current percent time of appointment. However, if the Clinician Educator's FTE has varied during the five year accrual period, the rate of leave pay is at his/her current

appointment FTE or at the average of his/her three years' appointment FTE preceding the leave, whichever is greater.

If the Clinician Educator's salary contains an administrative supplement, a bonus or other incentive, these compensation components normally will not be earned or paid (unless earned prior to the leave start date) and are subject to departmental incentive plan rules during the Professional Development Leave period. Questions regarding compensation are to be directed to the department chair or department finance administrator. All exception requests must be approved by the Vice Dean of the School of Medicine before the leave start date. All requests for exception to this policy must provide a compelling justification endorsed by the department chair.

Professional Development Leave may not be converted to a cash-out benefit or transferred to another employment status for any reason.

Request and Review Process

Professional Development Leave is not automatic. It is granted by the Dean's Office in advance of the planned leave after a leave application is submitted by the Clinician Educator to his/her Division Chief (if applicable) and/or Department Chair and the request has been approved and forwarded to the Office of Academic Affairs for review and approval. The Clinician Educator is expected to submit the leave application with reasonable advance notice of finalizing travel and other leave arrangements to allow for department and school review; please allow a minimum of 45 days. Requests for retroactive recognition of an absence as Professional Development Leave will normally be denied.

The application for Professional Development Leave requires the Clinician Educator to describe the purpose and planned activity for the leave period and the arrangements for coverage of his/her clinical and teaching responsibilities during the leave. The Clinician Educator is expected to work with his/her service chief and department chair to devise these arrangements to ensure that programmatic need will continue to be met during the leave period. The application may also describe the Clinician Educator's plans for sharing his/her leave accomplishments with department (and division if applicable) colleagues.

Departments (and divisions if applicable) are expected to make reasonable efforts to free the Clinician Educator entirely from his/her normal clinical and teaching duties consistent with the purpose of the Professional Development Leave Program. However, if programmatic need requires that the Clinician Educator perform some of his/her regular duties during the leave period, the department may request an exception from the Vice Dean of the School of Medicine. All requests for exception to this policy must provide a compelling justification by the department chair, confirm the Clinician Educator's agreement to the request, and acknowledge that the department will seek reimbursement only for the portion of the Clinician Educator's off-duty salary during the leave period.

Clinician Educators who are Principal Investigators

A Clinician Educator who is the Principal Investigator or Stanford Project Director on an externally sponsored multiple site clinical trial project must contact his/her representative in the Research Management Group (RMG) at least 45 days before starting the leave. RMG will determine if sponsor notification and/or approval is required with the use of the leave application's Attachment A.

Practice Policy Applicability

If, for any reason, the Clinician Educator applying for Professional Development Leave intends to provide clinical services while on leave somewhere other than at a Stanford-approved practice site, he/she must comply with the Practice Policy for Physicians and Psychologists in the School of Medicine <http://med.stanford.edu/academicaffairs/documents/rules-of-practice.pdf> and a Practice Policy exemption request form <http://med.stanford.edu/academicaffairs/documents/PracticePolicyExemptionForm.doc> must accompany the leave application.

Departments are encouraged to establish a local process for submitting, reviewing, and approving leave requests so that all approvals, including approval by the Office of Academic Affairs, are secured before the Clinician Educator finalizes travel and other leave arrangements. Departments may identify periods during the academic year when absences will adversely affect programmatic need. Departments with outreach and satellite centers are encouraged to plan for managing programmatic need when leave is requested by Clinician Educators assigned there.

Return to Service Following Professional Development Leave

Clinician Educators are expected to serve at Stanford for at least six months following completion of a Professional Development Leave.

Leave Salary Reimbursement Process

The Clinician Educator's Professional Development Leave salary is funded from the account(s) that normally fund his/her base salary. Upon the conclusion of a Clinician Educator's Professional Development Leave the department submits a request for reimbursement to School of Medicine Fiscal Affairs. Fiscal Affairs will review the request and initiate a transfer of funds to the same department's account that funded the salary during the leave.

Requests for funds should be submitted using the attached request form. Requests are to be made immediately following the conclusion of the leave period and no later than 60 days after the end of the leave period. Once approved, the request will be routed to the Controller for the School of Medicine for transfer of funds to the department.

Addendum: Additional Assistance for Professional Development

Clinician Educators who are benefits-eligible may have two categories of professional development assistance available to them, as follows:

- STAP (Staff Training Assistance Program) funds of up to a certain amount per year may be used for job-related training. For instance, they may be used to pay registration fees for conferences. <http://hreap.stanford.edu/strp.html>
- STRP (Staff Tuition Reimbursement Program) funds of up to a certain amount per year may be used for tuition for undergraduate or graduate degree programs. Unused STRP funds may not be carried over to future years. <http://hreap.stanford.edu/strp.html>

These funds are pro-rated based on FTE. Further information about these programs may be found on the individual web pages referenced or at the following link: http://benefitsu.stanford.edu/training/index_training.html.

Postscript

These professional development opportunities are subject to change based on the University and/or the School of Medicine's business, programmatic or financial needs.