



Professional Development Leave in the Clinician Educator Line

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Agenda

- Policy
- Calculating Accrual
- Use of Service Accrual
- Leave Examples
- Review Process
- PDL experiences
- FAQ's

Policy

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.

Who is Eligible?

- Clinician Educators at levels of Clinical Assistant Professor, Clinical Associate Professor and Clinical Professor
 - Clinical Instructors are not eligible for this benefit
- 5 years of service at eligible level
 - PDL starts to accrue on appointment at Clinical Assistant Professor or above, but cannot be taken until after 5 years of eligibility
- Employee of Stanford University
 - Clinician Educators (Affiliated) do not receive this benefit
- Benefits Eligible
 - 0.5 FTE or greater

Calculating Accruals

- Leave is accrued at 1.167 days per month (14 days per year) at 100% FTE.
- Individuals appointed at less than 100% FTE accrue based on their FTE percentage (no accrual below 50% FTE).
- Normal maximum accrual = 70 days or 5 years of accrual
- Clinician Educator's are encouraged to use their leave on a regular basis.
- If programmatic need requires that they not take it, accrual can continue up to 140 days or 10 years.

Example Calculation #1

- C.J. started working at Stanford July 1, 2007 and initially started as a Clinical Instructor. July 1, 2009, he was promoted to Clinical Assistant Professor. He has been working full time since then, except for a Family Leave of 3 months in 2012. As of June 30, 2017, how much PDL has he accrued?

Calculations for CJ

- C.J. has accrued PDL for 7.75 years
- $14 \text{ days/year} \times 7.75 \text{ years} = 108.5 \text{ days}$
- Calculating by months: $1.167 \text{ days/month} \times 93 \text{ months} = 108.5 \text{ days}$

Example Calculation #2

- J.S. was appointed as a Clinical Associate Professor January 1, 2014 and has worked 80% FTE. As of December 31, 2016, how much PDL has she accrued?

Calculations of JS

- Although JS has accumulated leave, she will not be eligible to use her PDL until after 5 years of accumulation, January 1, 2019.
- As of December 31, 2017, she will have accrued 3 years or 36 months of PDL at 80% time
- Calculating 14 days/year: $3 \times 14 \times 0.80 = 33.6$ days
- Calculating by months: $36 \times 1.167 \times 0.80 = 33.6$ days

Use of Service Accrual

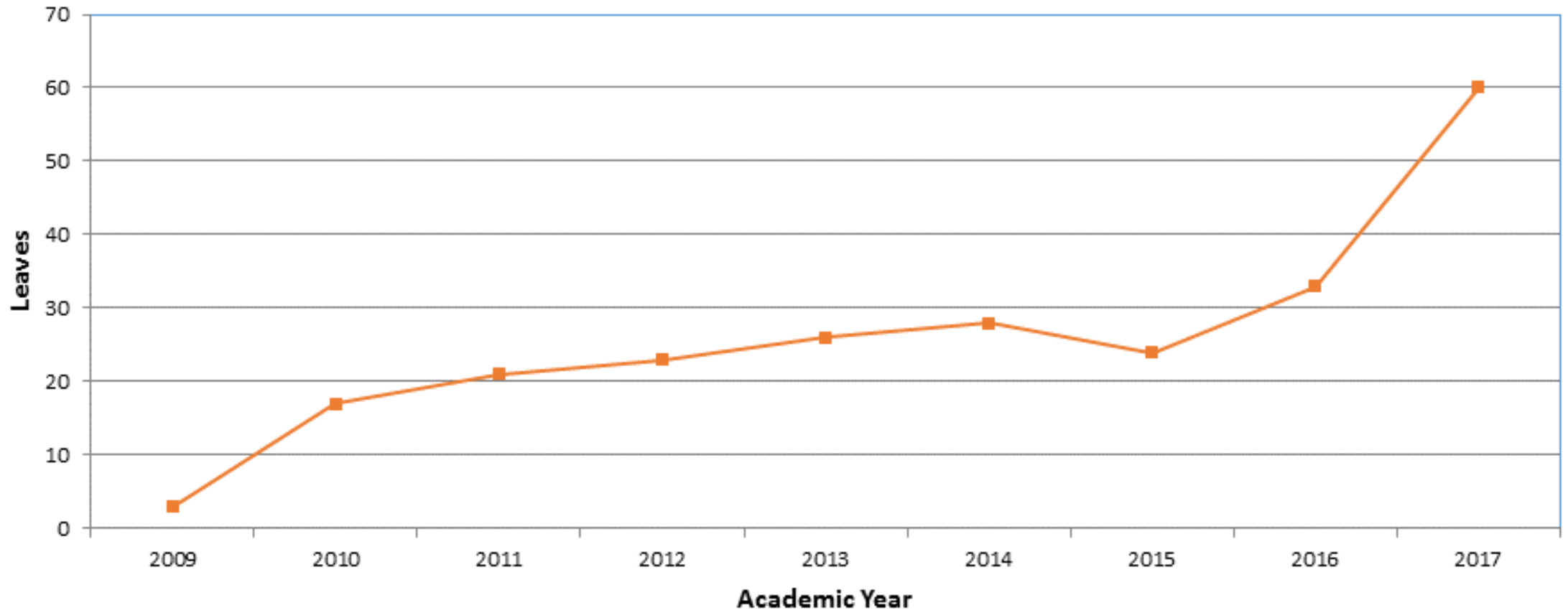
- The first Professional Development Leave may be taken after five years of benefits-eligible service has been provided.
- The maximum amount of Professional Development Leave that may be taken at any one time is 70 days.
- The leave is expected to be a continuous series of days. The Clinician Educator is expected to return to duty for at least six months after the leave.
- The interval between leaves should be at least one year.

Leave Examples

Leaves have been taken for various purposes, including:

- Travel to observe and learn new clinical skills
- Prepare for and give Grand Rounds or other presentation
- Write a grant
- Formulate a research project
- Pursue training opportunities
- Work on teaching materials
- Work on a national committee
- Work on publications
- Work on a national database in a specialty

Number of Leaves Taken



Review Process: Meet all conditions

To use leave accrual, the Clinician Educator must meet *all* of the following conditions:

- 1) Be a Clinical Assistant, Clinical Associate, or Clinical Professor;
- 2) Be eligible for University benefits (appointed at 50% FTE or more for six months or longer);
- 3) Provided *at least* 5 years of benefits-eligible service in one of above ranks;
- 4) Have sufficient accrual for proposed leave duration;
- 5) Propose leave activity consistent with the intent of the Program;
- 6) Comply with all Program policies and procedures, including provisions applicable to principal investigators and the Practice Policy.



Review Process: Application

- Describe the purpose and planned activity for leave period and the arrangements for coverage of clinical and teaching responsibilities.
- May also describe plans for sharing leave accomplishments with department (and division if applicable) colleagues.
- Submit application to Division Chief (if applicable) and/or Department Chair.
- If approved by department/division, request is forwarded to the Office of Academic Affairs for review and approval.
- Allow minimum of 45 days for complete review of application by division, department and school.

Review Process: PI's and Project Directors

- If you are a PI or Stanford Project Director on an externally sponsored multi-site clinical trial project:
 - Contact 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.

Review Process: Providing Clinical Service

- If you intend to provide clinical services *while on leave* somewhere other than at a Stanford approved practice site:
 - Must comply with the Practice Policy for Physicians and Psychologists in the School of Medicine,
<https://med.stanford.edu/content/dam/sm/academicaffairs/documents/administrators/forms/rules-of-practice.pdf>,
 - and*
 - Fill out a Practice Policy exemption request form.

Links

- Office of Academic Affairs Website: Professional Development and other leaves
<http://med.stanford.edu/academicaffairs/CEs/leaves.html>
- Professional Development Leave Program Statement
<http://med.stanford.edu/content/dam/sm/academicaffairs/documents/CEs/CEPProfessionalDevelopmentLeaveProgramStatement.pdf>
- FAQ
http://med.stanford.edu/content/dam/sm/academicaffairs/documents/CEs/CEPDL_FAQ.pdf
- Application Form
Please visit Academic Affairs' CE web page under Professional Development and Other Leaves section

PDL Experiences from the Panel

- Formulation/Planning PDL
- Experience
- Lessons learned

FAQ's

- How can I find out how much PDL I have?
 - Departmental Faculty Affairs Administrators are responsible for providing preliminary calculations. The Office of Academic Affairs confirms these calculations prior to granting PDL
- I have been told I have 53 days. How many weeks is this?
 - $53/7 = 7$ weeks and 4 days
- My division chief has said that I can't take PDL. What should I do?
 - Ask when you will be able to take it and how many weeks can you take. Be flexible in planning. Start planning well in advance as some divisions may need more than a year of planning to ensure adequate staffing levels.