



# Professional Development Leave in the Clinician Educator Line

November 5, 2014

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# Agenda

- Policy
- Calculating Accrual
- Use of Service Accrual
- Leave Examples
- Review Process



# 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.





# Calculating Accrual

- 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

- J.D. started working at Stanford July 1, 2004 and initially started as a Clinical Instructor. July 1, 2006, she was promoted to Clinical Assistant Professor. She has been working full time since then, except for a Family Leave of 3 months in 2009. As of June 30, 2014, how much PDL has she accrued?



# Calculations for JD

- JD 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, 2012 and has worked 80% FTE. As of December 31, 2014, how much PDL has he accrued?

# Calculations for JS

- Although JS has accumulated leave, he will not be eligible to use his PDL until after 5 years of accumulation, January 1, 2017.
- As of December 31, 2014, he 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

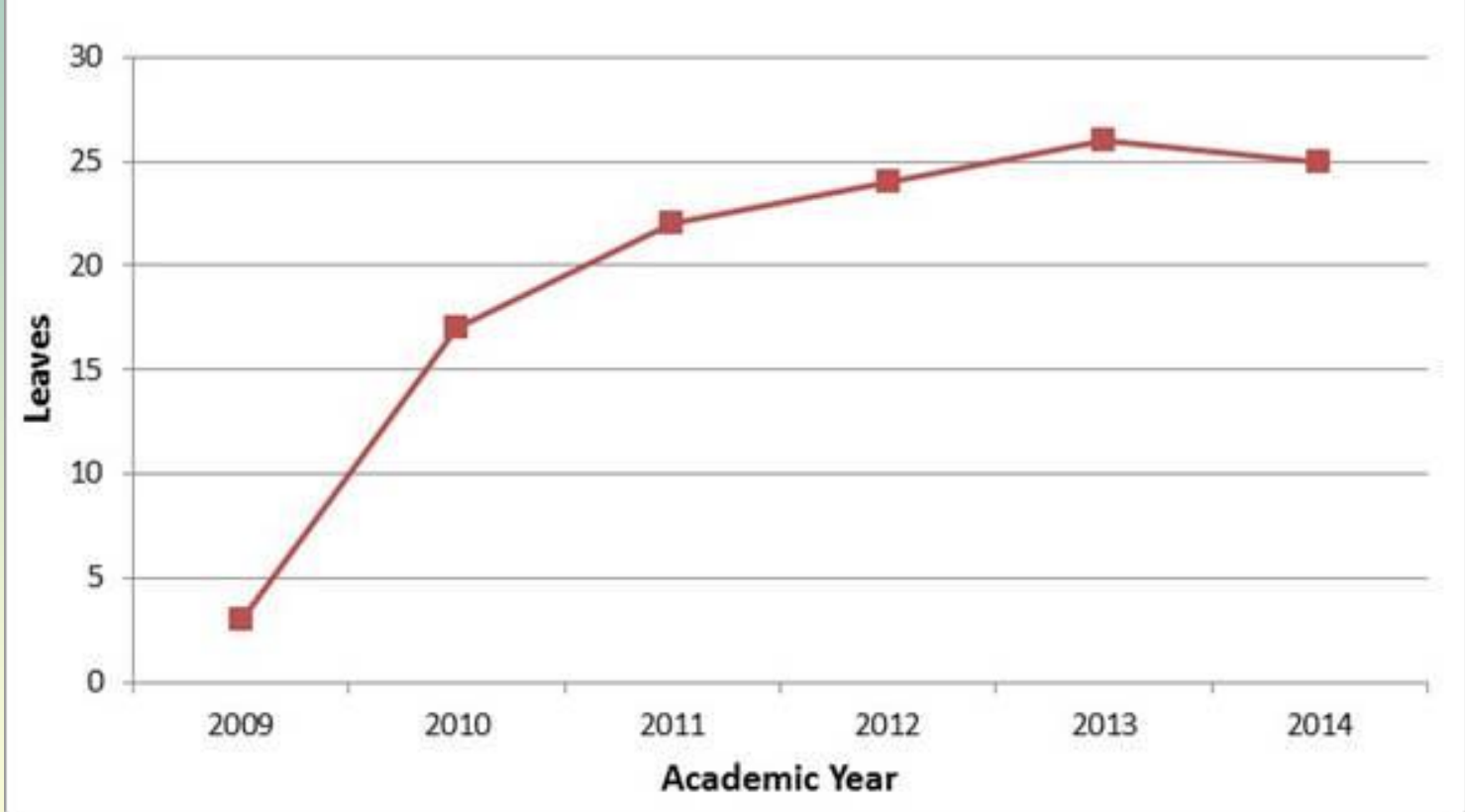
Leaves have been taken for various purposes, including:

- Pursuit of an additional academic degree
- Travel to observe and learn new clinical skills
- Prepare for and give Grand Rounds
- 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

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


- 1) Have the rank of Clinical Assistant Professor, Clinical Associate Professor, or Clinical Professor;
- 2) be eligible for University benefits, that is appointed at 50% FTE or more for six months or longer;
- 3) have provided at least five year of benefits-eligible service in one of the three ranks eligible for the Program;
- 4) have sufficient accrual for the proposed leave duration;
- 5) propose a leave activity consistent with the intent of the Program;
- 6) comply with all Program policies and procedures, including the provisions applicable to principal investigators and the Practice Policy.



# Review Process

- The application for PDL 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 application may also describe the Clinician Educator's plans for sharing his/her leave accomplishments with department (and division if applicable) colleagues.
- Clinician Educator should submit the leave application to his/her Division Chief (if applicable) and/or Department Chair.
- If request has been approved by department/division it is forwarded to the Office of Academic Affairs for review and approval.
- A minimum of 45 days are suggested to allow time for complete review of the leave application by the division, department and school.





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.

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 fill out a Practice Policy exemption request form.





# Handouts

All of the handouts are available on the Academic Affairs' Clinician Educator web page,

<http://med.stanford.edu/academicaffairs/CEs.html>

- Clinician Educator Professional Development Leave Program and Application Form
- FAQ document: It guides departments on how to determine Program eligibility, estimate leave accrual, use of accrual, and leave salary. (Confirmation will be by the Office of Academic Affairs and by Faculty Compensation during the leave application review process.)