



## **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. 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 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 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. 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/content/dam/sm/academicaffairs/documents/administrators/forms/rules-of-practice.pdf> and a Practice Policy exemption request form <http://med.stanford.edu/content/dam/sm/academicaffairs/documents/administrators/forms/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://hreach.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://hreach.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](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.

## CLINICIAN EDUCATOR PROFESSIONAL DEVELOPMENT LEAVE

This document supplements the Clinician Educator Professional Development Leave Program (the “Program”) available on the Office of Academic Affairs’ web site <http://med.stanford.edu/academicaffairs/CEs>. 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.

### Eligibility for the Professional Development Leave Program

Two rules must be satisfied.

- 1) Is the individual a Clinical Assistant Professor, Clinical Associate Professor, or Clinical Professor?
- 2) Is he/she an employee eligible for university benefits, that is, appointed at 50% FTE or more for six months or longer?

Department administrators can obtain the information needed to determine program eligibility with FAST|FAC Person History (“Person History”). If the answer to both questions is “yes”, then calculate leave accrual.

### Leave Accrual

#### *Accrual Start Date*

If the Clinician Educator was eligible for the Program on July 1, 2004, his/her eligibility started on that date. Otherwise, accrual starts on the date on which the Clinician Educator first became eligible for the Program; this can be determined from Person History.

#### *What Service Counts*

Only service provided while eligible for the Program counts.

#### *What Service Does Not Count*

Service as a Clinical Instructor or as a Clinician Educator (Affiliated) does not count, nor does service in an eligible rank at less than 50% FTE. This can be determined from Person History.

Accrual stops a period of no service (a leave for short term disability, family and medical leave, long term disability, professional development leave, for example). This can be determined by querying Axxess/Admin Resources/BI Reporting/HR-Payroll-Benefits Systems/Job Information/Activity Report\_PS\_HR018a (HR or DFA assistance may be required to obtain this) to report all PeopleSoft Job activity for the Clinician Educator from 01/01/2004 through the present.

#### *Accrual Rate*

Leave accrual is calculated using a 30 day month and at the appointment FTE for that month. If the appointment FTE is 100%, the individual accrues 1.167 days of leave per month. If the appointment FTE is 50% - 99% FTE leave accrues on a *pro rata* basis.

## CLINICIAN EDUCATOR PROFESSIONAL DEVELOPMENT LEAVE

Accrual is pro-rated during a period of reduced service, even if not formally recognized by a reduction in FTE (a long term disability period during which limited service is permitted, for example).

### *Accrual Limits*

The normal maximum accrual is 70 days (reached after five years of full time service, longer if accruing on a part-time basis) at which time a Clinician Educator is encouraged to apply for leave and his/her department/division are encouraged to make leave possible. If programmatic need requires that the leave be deferred for programmatic reasons, accrual continues until the leave is taken, but no more than 140 days in total may be accrued.

### Accrual Use

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.

### *Leave Rate*

Two factors are involved in calculating accrual use. The first is leave duration, calculated from leave start date to leave end date (the day preceding the return to work date) using a 30 day month. If part of the month is on duty and part of the month is on leave, accrual is earned for the on duty portion and accrual is used for the leave portion. The second factor is the percent of leave salary, 1 whole day for each 100% FTE leave salary day and pro-rated if the percent is 50% to 99%. University holidays are not factored into the leave use calculation.

### *Limit on Leave*

The maximum leave taken at one time is 70 days, but the Clinician Educator need not use the entirety of his/her accrual at one time. Unused accrual is retained for future use.

The Clinician Educator is expected to be completely relieved of duty for each day of leave. Exceptions require prior approval by the Vice Dean.

### *Return to Service*

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 -- leave taken immediately before a resignation is inconsistent with the intent of the Program.

## CLINICIAN EDUCATOR PROFESSIONAL DEVELOPMENT LEAVE

### *Interval Between Leaves*

There is normally an interval of at least one year between leaves. If the leave activity requires an interrupted series of leaves preventing compliance with the interval between leaves provision, the entire plan must be disclosed on the application form.

### 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. This can be determined through Person History.

### Process

Advance approval of a leave must be obtained from the Office of Academic Affairs and Faculty Compensation. Additional approvals may be required from the Research Management Group or Stanford Hospital & Clinics Risk Management for SUMIT.

A minimum of 45 days are suggested to allow time for complete review of the leave application by the division, department and school.

Leave applications are submitted to the Office of Academic Affairs. Before issuing a final approval, the Office of Academic Affairs will obtain the consent of Faculty Compensation, and any other administrative units as necessary.

Reimbursement requests are submitted to Faculty Compensation after the leave has concluded.





## CLINICIAN EDUCATOR PROFESSIONAL DEVELOPMENT LEAVE APPLICATION

Policy Statement available at

<http://med.stanford.edu/academicaffairs/CEs/CEProfessionalDevelopmentLeaveProgramStatement.doc>

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Appointment rank: \_\_\_\_\_

Department & Division: \_\_\_\_\_

Percent time of appointment: \_\_\_\_\_ % full time equivalent (FTE)

Requested leave start date: \_\_\_\_\_ Return to work date: \_\_\_\_\_

The Office of Academic Affairs will calculate your accrued eligibility as part of the application review. If you wish a preliminary calculation, please ask your department or division faculty affairs administrator to assist you in obtaining it or contact [academic\\_affairs@stanford.edu](mailto:academic_affairs@stanford.edu).

Percent of annual salary during leave: \_\_\_\_\_ %

Professional Development Leave salary is base salary only. If your 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. Please direct questions to your department chair or department finance administrator. Exception requests must be approved the Senior Associate Dean for Academic Affairs before the leave start date.

\_\_\_\_\_ I acknowledge that while on leave continuation of an administrative supplement, a bonus or other incentive stops.

If you will be devoting effort to a sponsored project from which a portion of your current annual salary is funded and which will continue to fund a portion of your professional development leave salary, please state:

\_\_\_\_\_ % funded by department

\_\_\_\_\_ % funded by other internal Stanford sources; PTA: \_\_\_\_\_

### PROFESSIONAL DEVELOPMENT LEAVE PLAN:

1. Describe fully the purpose and planned activity for the leave period. (Should substantial changes in these plans occur after approval, the changes must be approved by your department and the School.). You may also describe here your plans for sharing your leave accomplishments with your department (and, if applicable, division) colleagues.

2. List clinical responsibilities that you have had in the last year and show what arrangements have been made for them in your absence.

3. List courses you have been or will be instructing during the year preceding the requested leave and show arrangements that have been made for them in your absence.

Course/Number/Quarter

Substitution arrangements

4. If applicable, describe arrangements that have been made for continuation of any administrative duties for which you are responsible.

5. If you expect to receive outside compensation to supplement your leave salary, list anticipated purposes, sources and amounts of support other than from Stanford or consulting fees obtained in accordance with Stanford's consulting policy. Total compensation should not exceed your full-time Stanford base salary for the leave period. (Should substantial changes in these plans occur, they must be approved by the Department and School.)

<b>Purpose</b>	<b>Source</b>	<b>Estimated amount</b>

\_\_\_\_\_  
Leave Applicant Date

\_\_\_\_\_  
Division Chief Date

\_\_\_\_\_  
Department Chair Date

\_\_\_\_\_  
Department Finance Administrator Date

\_\_\_\_\_  
Salary PTA

\_\_\_\_\_  
Faculty Compensation Date

\_\_\_\_\_  
School of Medicine Controller Date

\_\_\_\_\_  
Office of Academic Affairs Date

\_\_\_\_\_  
Research Management Group (if applicable)

**IF PROVISION OF CLINICAL CARE IS ONE OF YOUR PLANNED LEAVE ACTIVITIES, PLEASE COMPLETE DOCUMENT AND SUBMIT IT WITH YOUR APPLICATION.**

**EXEMPTION TO THE PRACTICE POLICY FOR PHYSICIANS AND PSYCHOLOGISTS IN THE STANFORD UNIVERSITY SCHOOL OF MEDICINE**

(<http://med.stanford.edu/academicaffairs/documents/rules-of-practice.pdf>)

[Name]

[Rank]

[Department/Division]

[Select as appropriate:]

I receive benefits from Stanford University.

My percent time of appointment is 50% FTE or more and less than 75% FTE.

My percent time of appointment is 75% FTE or more.

I do not receive benefits from Stanford University.

An exemption is requested to the Practice Policy for Physicians and Psychologists in the School of Medicine.

I have clinically related activity outside of an approved Stanford practice site and unrelated to the Stanford commitment.

[Select one:]

I will not have clinical income from this clinically related activity.

I will have clinical income from this clinically related activity. The source(s) of this clinical income is/are: [list]

[Select one:]

I request malpractice coverage through SUMIT for this clinical activity.

Evidence of separate malpractice coverage is provided with this request.

---

[Name]

Date

The requested exemption is approved.

---

[Name], Division Chief

Date

---

[Name], Department Chair

Date

---

Linda M. Boxer, M.D., Ph.D.

Date

Vice Dean for the School of Medicine

[ ] Malpractice coverage has been agreed to by SUMIT

[ ] Separate malpractice coverage has been provided and is satisfactory to the School and to SUMIT

---

Representative for The Stanford University  
Medical Indemnity & Trust Insurance Company

Date

**IF YOU ARE THE PRINCIPAL INVESTIGATOR ON A SPONSORED RESEARCH PROJECT, PLEASE CAREFULLY READ AND COMPLETE THE ATTACHMENT BELOW AND CONTACT YOUR REPRESENTATIVE IN THE RESEARCH MANAGEMENT GROUP (RMG) IMMEDIATELY OR AT LEAST 45 DAYS BEFORE THE START OF YOUR LEAVE.**

**For Clinician Educator:** \_\_\_\_\_ **Department** \_\_\_\_\_

A Clinician Educator who is the Principal Investigators on sponsored research projects may or may not plan to conduct sponsored research while on a professional development leave. Contact your Institutional Representative in the Research Management Group (RMG) when planning leave. *This form should be completed and submitted to your Institutional Representative more than 45 days prior to the start of the leave for their review and signature.*

**Please complete the information below for each of your sponsored projects.**

<b>Sponsor</b> _____ <b>Grant/Contract Number</b> _____ <b>SPO Number</b> _____ <b>Will you continue as PI during leave</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>If no, Interim PI</b> _____ <b>Have you obtained sponsor approval</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Additional Comments:</b>
--

<b>Sponsor</b> _____ <b>Grant/Contract Number</b> _____ <b>SPO Number</b> _____ <b>Will you continue as PI during leave</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>If no, Interim PI</b> _____ <b>Have you obtained sponsor approval</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Additional Comments:</b>
--

<b>Sponsor</b> _____ <b>Grant/Contract Number</b> _____ <b>SPO Number</b> _____ <b>Will you continue as PI during leave</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>If no, Interim PI</b> _____ <b>Have you obtained sponsor approval</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Additional Comments:</b>
--

<b>Sponsor</b> _____ <b>Grant/Contract Number</b> _____ <b>SPO Number</b> _____ <b>Will you continue as PI during leave</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>If no, Interim PI</b> _____ <b>Have you obtained sponsor approval</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Additional Comments:</b>
--

OSR/RMG/ERA Representative Signature \_\_\_\_\_  
Date \_\_\_\_\_

## Faculty Leave/Departure Data Security Attestation Form

*This form must be appended to requests for leaves or confirmations of departures (including resignations and retirements) of faculty in the Professoriate and in the Clinician Educator Line. For faculty who are taking maternity, family or medical leaves, this form must be completed and kept on file by the department.*

Name and Rank of Faculty Member: \_\_\_\_\_

Department: \_\_\_\_\_

I attest that the following areas have been covered in connection with the resignation/retirement/leave (circle one) of the above-named faculty member:

- The duration and purpose of the leave has been documented on the leave form.
- Data security attestations have been completed by the faculty member.
- For faculty who were/are clinically active at Stanford, the requirements of the Practice Policy (specifically as they relate to the practice of medicine at entities outside Stanford and its affiliates) have been reviewed.
- Contact address, email and phone number have been obtained for faculty who are departing Stanford or going on leave.
- Establish if continued access to EPIC is needed (must have an ongoing Stanford patient care requirement) and suspend or terminate EPIC access, as appropriate.
- Ensure that policies regarding foreign travel are followed, which include notice to the University.
- Use of Stanford titles and Stanford's name in other settings.

Stanford-owned devices and personally-owned devices which store Stanford data:

- Inventory of the devices.
- Confirm encryption of devices with PHI.

Signature of Director of Finance and Administration: \_\_\_\_\_

Date: \_\_\_\_\_