

## 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> with general information for estimating leave accrual, use of accrual, and leave salary and describe the application process. Relevant factors, including eligibility, changes to appointment FTE, and leaves taken during the accrual period, will be confirmed by the Office of Academic Affairs and Faculty Compensation during the leave application review.

### 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?

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.

#### *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.

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).

#### *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.

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).

## CLINICIAN EDUCATOR PROFESSIONAL DEVELOPMENT LEAVE

### *Accrual Limits*

The normal maximum accrual is 70 days (10 weeks- 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 (20 weeks) 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 (10 weeks), 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.

### 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.