

Unpaid Leaves

A Clinician Educator or Instructor may be placed on personal leave without pay at the department's discretion and with advance approval from the Office of Academic Affairs (OAA). OAA doesn't have a form to report that a Clinician Educator or Instructor is going on leave without salary like the Professoriate. If a Clinician Educator or Instructor is expected to go on unpaid leave, please follow this procedure (please provide):

- The Clinician Educator's or Instructor's notification to the Chair that he/she wishes to take a leave without salary. The notification must provide the leave start date, description/purpose of the leave, and indicate the leave end date.
- The Chair should confirm in writing the acceptance of the Clinician Educator's or Instructor's plans (this can be done with a transmittal memo signed by the Chair)
- Security attestation form
- If the Clinician Educator or Instructor will have outside clinical activity while on leave, please provide the practice policy exemption form with evidence of their separate malpractice insurance. **(This does not apply if the person is a casual employee)**
- All questions while on leave involving benefits, insurance, etc., should be addressed by a Benefits Representative from the Stanford Benefits Office. **(This does not apply if the person is a casual employee)**
- If approved by Dr. Linda Boxer, workflow should be initiated to place the Clinician Educator or Instructor on leave during the effective pay period(s). Departments need to notify OAA, Faculty Compensation, and HR when the Clinician Educator or Instructor returns from leave. **(This does not apply if the person is a casual employee. Instead the person is terminated and appointed into a non-employee affiliate position during the leave duration. Departments still need to send notification when the Clinician Educator or Instructor returns from leave)**