

## **VACATION AND SABBATICAL LEAVE POLICIES FOR SCHOOL OF MEDICINE FACULTY**

### **EMORY UNIVERSITY SABBATICAL LEAVE POLICY**

#### **From the Emory University *Statement of Principles Governing Faculty Relationships***

**Leaves of Absence:** Emory strongly encourages faculty members to take such leaves of absence as may benefit themselves and the university. At intervals of at least six years of continuous service at Emory University, leaves of absence may be granted for a half year on full pay or for a year on half pay. Other leaves of absence may be granted on such terms as may appear justified in individual cases.

### **SCHOOL OF MEDICINE POLICIES ON LEAVES OF ABSENCE**

#### **Faculty Leaves of Absence, General Policy**

The policies and practices of Emory University pertaining to leaves of absence and vacation are developed, implemented, and administered without regard to race, color, national origin, religion, sex, age, handicap, or veterans status. Approved absence is authorized for a variety of reasons and purposes, such as for educational or professional development; for vacation; for pregnancy; childbirth, and related medical conditions; and for other purposes deemed to be in the best interest of University and faculty.

Faculty members on leaves of absence may, for certain periods, continue participation in University benefit plans and programs according to the provisions set forth in the plans, programs, and policies of the University. Faculty members should contact the Human Resources Division for information. In some cases, faculty members must make arrangements for paying required employee contributions.

#### **School of Medicine Sabbatical Leave Policy**

As per the Emory University Statement of Principles Governing Faculty Relationships: "At intervals of at least six years of continuous service at Emory University, leave of absence may be granted for a half year on full pay or for a year on half pay . . . such leaves of absence as may benefit themselves and the University." This statement refers to academic leave and is reserved for the faculty member who presents a research experience or a course of study that significantly benefits the individual and a department of the Medical School. Also, note that the statement includes the phrase "may be granted." The research experience or course of study must be evaluated and approved by the department chair and the Dean of the Emory University School of Medicine and may be granted if deemed of significant value. The sabbatical pay will be based on the current total compensation paid to the faculty member at the time of the leave. A faculty request for academic or sabbatical leave and a description of the research experience or course of study should be submitted in writing to the department chair sufficiently in advance of the anticipated time of leave to allow transfer of teaching, research and patient care responsibilities to alternate faculty.

#### **School of Medicine Educational, Personal, or Emergency Leave Policy**

Administrative leaves of absence for educational, personal, or emergency purposes may be granted without compensation at the discretion of the Chair on such terms as may appear justified in individual situations. Such leave may be granted with compensation when charged against the faculty member's vacation leave. It is the faculty member's responsibility to discuss continuation of University benefits with the Personnel Department in such leave situations. (This policy does not encompass matters that fall within the University FMLA Policy, Maternal Leave Policy, or Parental Leave Policy.)

#### **School of Medicine Vacation Leave Policy**

Emory University School of Medicine, in accordance with leave policies of Emory University, may grant

vacation with compensation. The faculty member should submit in writing a request for vacation to his/her supervisor and/or to the department Chair in advance of the anticipated period in order to assure transfer of responsibilities to alternate faculty. The faculty member should make every effort to coordinate vacation with other faculty in the section or department. The dates and manner in which vacation may be awarded are at the discretion of the department Chair. Full-time faculty are entitled to four weeks of vacation each academic year (September 1 - August 31). Usually vacation may not be accrued from year to year. However, in unique circumstances, Chairs may make an exception with the prior written approval of the Dean. If vacation is not taken by a faculty member, no additional compensation will be awarded beyond the regular salary. Part-time faculty will receive a prorated vacation benefit based on the fraction of full-time work. If a faculty member uses the full vacation leave and then separates from Emory before the end of the year, the Chair may withhold the amount of salary that correlates with the unearned vacation leave time.

**The Emory Clinic, Inc. Vacation Benefit Policy** (Approved: 01 December 2000)

**Policy Statement:**

The Emory Clinic Inc. (The Clinic) provides four weeks of vacation for employee member physicians and other licensed independent practitioners (practitioners) during each fiscal year. This provision is made with the assumption that the practitioner will be employed by The Clinic for that entire fiscal year. This policy will supercede any and all statements or policies regarding practitioner vacation benefits.

**Basis:**

The purpose of this policy is to define the vacation benefit and to manage financial and operational issues related to this benefit.

**Administrative Responsibility:**

The director for human resources is responsible for compliance with this policy. Section heads, administrators and business managers are responsible for implementation.

**Procedure:**

1. Every full-time practitioner may take up to four weeks of vacation during each fiscal year.
2. Vacation time will be vested at a rate of one week of vacation for each fiscal year quarter, beginning with the first day of the quarter or such day in the first quarter of employment as determined by the section head. The practitioner must be employed on that date to receive the benefit.
3. Vacation time will not carry over from one fiscal year to another. The section head may grant exceptions in unique situations.
4. In the setting of continuing employment, if vacation time provided in a fiscal year is not taken during that fiscal year, there will be no additional pay awarded beyond the normal salary.
5. Unused, vested vacation time may be paid out as cash equivalent to separating practitioners, provided they give at least 60 days of working notice of separation.
6. In the event that a practitioner separates before the end of the fiscal year, The Clinic asserts the right of salary withhold for any used, unvested leave previously taken.
7. Section administrators and managers will maintain an accurate accounting of practitioner vacation time for the purpose of administering this policy.