

Policy and Procedure Manual

Policy #:

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**Reviewed/
Revised:**

Section:

Owner: BU Mallory Pathology
Associates

Faculty Vacation and Professional Time Off Policy

Purpose

To define vacation policy for clinical and research faculty in the department, within the scope of the BU Personnel Policy and Faculty Practice Plan rules. To define the policy for faculty taking time off for conferences and other professional development activities.

Policy Statement

Vacation Policy:

A full-time faculty member is eligible upon hire for 4 weeks (20 working days) of vacation leave per academic year (July 1 – June 30). Part-time employees scheduled to work at least 50% of a full-time schedule are eligible for 4 weeks on a prorated basis. The amount of vacation leave for faculty hired after July 1 will be prorated for the academic year based on their date of hire.

Unused vacation leave cannot be carried over to another year; any unused vacation leave will be forfeited at the end of the academic year.

Under the following conditions (whichever comes first) vacation leave increases to 6 weeks (30 working days) :

- 15 years of service
- Full professor
- Associate professor plus 5 years of service

Time off for conferences and professional development:

This is defined as being off campus for more than one day to attend a regional or national meeting, conference or other professional development activity such as review course. Distinction is made between passive participation such as a review course, and active participation such as presentation at a national meeting. Although the allowable time is separate from vacation, it is recognized that occasionally faculty may elect to take vacation days after a national meeting.

The allowable time for passive activities is 5 days per academic year for all faculty.

The allowable time for active professional development activities is 10 days for faculty at the assistant professor level or below, and 15 days for faculty at the rank of associate professor or above.

These limits do not apply if an individual faculty is being asked to take a course by the Chair or the Dean.

Reimbursement for conferences and courses is subject to the \$3500/year stipend (see Professional Stipend policy).

Application

Clinical faculty is required to submit vacation and professional time-off requests via e-mail to the appropriate service chief and to the practice manager, at least one month in advance of the desired vacation leave. The advance notice requirement may be shortened in extenuating circumstances.

Exceptions

None

Procedure

Exceptions to any of the above guidelines require the approval of the appropriate Vice President, Department Chairman, FPF Chief Operating Officer, or Principal Investigator and/or Grants Office.

Responsibility

All.