

# CPUP Principles of Faculty Leave and Paid Time Off

## Principles of Faculty Leave and Paid Time Off

The purpose of this policy is to:

- ensure the fair and consistent application of leave standards across the school.
- ensure that productivity targets are adjusted for the proportionate amount of time available for clinical work.

Fair and consistent implementation requires that each faculty member receive:

- 2 weeks of CME/professional development annually that cannot be carried over from year to year and cannot be used for leave.
- 4 weeks of vacation

Using FMLA:

- All faculty start at 46 weeks per year accounting for 2 weeks of CME/professional development and 4 weeks of vacation annually.
- Productivity impact represents the weeks of required adjustment to clinical productivity expectations.
- Productivity impact must be applied to the year in which the leave occurs.
- There are 4 possible leave components:
  - Sick leave-22 days per year.
  - Vacation- 4 weeks per year .
  - STD- coverage for academic base up to 2 weeks unless there is a medical extension.
  - Unpaid leave-will fill out the balance of the FMLA up to 12 weeks.

Week of Leave	Possible Leave Components	Adjustment to weeks of productivity
1	Sick leave	0
2	Sick leave	0
3	Sick leave	0
4	Sick leave	0
5	Vacation week 1	0
6	Vacation week 2	0
7	Short Term Disability 1	1
8	Short Term Disability 2	1
9	Vacation week 3	0
10	Vacation week 4	0
11	Unpaid	1
12	Unpaid	1
		<b>4</b>

## CPUP Principles of Faculty Leave and Paid Time Off

**Example 1: A faculty member has used no vacation time and wants 12 weeks FMLA that will fall within an academic year.**

- Starting at 46 weeks.
- They are eligible for a \$50,000 incentive opportunity.
- Target RVU's are set at 5000.

Week of leave	Leave Components	Adjustment to weeks of productivity
1	Sick leave	0
2	Sick leave	0
3	Sick leave	0
4	Sick leave	0
5	Vacation week 1	0
6	Vacation week 2	0
7	Short Term Disability 1	1
8	Short Term Disability 2	1
9	Vacation week 3	0
10	Vacation week 4	0
11	Unpaid	1
12	Unpaid	1
		4

- This faculty member would have 2 weeks of unpaid leave.
- Impact of leave on incentive opportunity calculation:
  - 46 weeks -4 weeks for productivity impact=42 weeks
  - Incentive opportunity is prorated to 42/46, \$45,650
  - Target RVU's prorated to 4565
  - If incentive were per RVU (ie \$50/RVU over 5000 RVUs) then the following math applies:
    - \$45.65/RVU for RVU's 4566-5000
    - \$50/RVU for RVU's 5001+

## CPUP Principles of Faculty Leave and Paid Time Off

**Example 2: A faculty member has used 2 weeks vacation time and wants 12 weeks FMLA that will fall within an academic year.**

- Starting at 46 weeks.
- They are eligible for a \$50,000 incentive opportunity.
- Target RVU's are set at 5000.
- This faculty member would have 4 weeks of unpaid leave.
- Impact of leave on incentive opportunity calculation:
  - 46 weeks -6 weeks for productivity impact=40 weeks.
  - Incentive opportunity is prorated to 40/46, \$43,478.
  - Target RVU's prorated to 4348.
  - If incentive were per RVU (ie \$50/RVU over 5000 RVUs) then the following math applies:
    - \$43.78/RVU for RVU's 4348-5000.
    - \$50/RVU for RVU's 5001+.

Week of leave	Leave Components	Adjustment to weeks of productivity
1	Sick leave	0
2	Sick leave	0
3	Sick leave	0
4	Sick leave	0
5	Vacation week 3	0
6	Vacation week 4	0
7	Short Term Disability 1	1
8	Short Term Disability 2	1
9	Unpaid	1
10	Unpaid	1
11	Unpaid	1
12	Unpaid	1
		<b>6</b>

## CPUP Principles of Faculty Leave and Paid Time Off

**Example 3: A faculty member has used 4 weeks vacation time and wants 12 weeks FMLA that will fall within an academic year.**

- Starting at 46 weeks.
- This faculty member would have 6 weeks of unpaid leave.
- They are eligible for a \$50,000 incentive opportunity.
- Target RVU's are set at 5000.
- Impact of leave on incentive opportunity calculation:
  - 46 weeks - 8 weeks for productivity impact = 38 weeks.
  - Incentive opportunity is prorated to 38/46, \$41,304.
  - Target RVU's prorated to 4130.
  - If incentive were per RVU (ie \$50/RVU over 5000 RVUs) then the following math applies:
    - \$41/RVU for RVU's 4130-5000.
    - \$50/RVU for RVU's over 5001.

Week of leave	Leave Components	Adjustment to weeks of productivity
1	Sick leave	0
2	Sick leave	0
3	Sick leave	0
4	Sick leave	0
5	Short Term Disability	1
6	Short Term Disability	1
7	Unpaid	1
8	Unpaid	1
9	Unpaid	1
10	Unpaid	1
11	Unpaid	1
12	Unpaid	1
		<b>8</b>

## CPUP Principles of Faculty Leave and Paid Time Off

### Example 4: A faculty member with FMLA that crosses an academic year.

- Starting at 46 weeks.
- In this example, the first six weeks of leave occur in FY1, and the second six weeks of leave in FY2.
- This faculty member would have 4 weeks of unpaid leave in FY2.
- They are eligible for a \$50,000 incentive opportunity in FY1 and FY2.
- Target RVU's are set at 5000 in FY1 and FY2.
- Impact of leave on incentive opportunity calculation:
  - For FY1: 46 weeks -0 weeks for productivity impact=46 weeks.
  - For FY2: 46 weeks -4 weeks for productivity impact= 42 weeks. Thus prorate all calculations by 42/26 for year 2.

Week of Leave	Academic Year	Possible Leave Components	Adjustment to weeks of productivity
1	1	Sick leave	0
2	1	Sick leave	0
3	1	Sick leave	0
4	1	Sick leave	0
5	1	Vacation week 3	0
6	1	Vacation week 4	0
7	2	Short Term Disability 1	1
8	2	Short Term Disability 2	1
9	2	Vacation week 1	0
10	2	Vacation week 2	0
11	2	Unpaid	1
12	2	Unpaid	1
			<b>4</b>

## CPUP Principles of Faculty Leave and Paid Time Off

### Example 5: A faculty member with prolonged leave 18 week leave due to medical extension

- Starting at 46 weeks.
- This faculty member would have 0 weeks of unpaid leave assuming short-term disability applies to the entire leave.
- They are eligible for a \$50,000 incentive opportunity.
- Target RVU's are set at 5000.
- Impact of leave on incentive opportunity calculation:
  - 46 weeks -12 weeks for productivity impact=36 weeks.
  - Incentive opportunity is prorated by 36/46.
  - Target RVU's prorated by 36/46.

Week of Leave	Academic Year	Possible Leave Components	Adjustment to weeks of productivity
1	1	Sick leave	0
2	1	Sick leave	0
3	1	Sick leave	0
4	1	Sick leave	0
5	1	Vacation week 3	0
6	1	Vacation week 4	0
7	1	Short Term Disability 1	1
8	1	Short Term Disability 2	1
9-18	1	Short Term Disability 3-12	10
			<b>12</b>