

## Guidelines for School of Medicine Faculty Leave

Department chairs, Type II Center directors, and deans of direct reports are responsible for ensuring faculty are accounted for and absences are appropriately documented and approved. This includes all instances when faculty are not present at their customary work location at UConn Health on a scheduled workday.

Whenever faculty are absent from their customary work location at UConn Health without a written approval and the absence is unrelated to being sick, it is considered unauthorized leave.

**Requests for absences that will be greater than ten (10) consecutive business days in duration require advance approval by the department chair, Type II Center director, or appropriate dean to whom the faculty reports, with notice to the dean of the SOM. [See Electronic Absence Approval Form.](#)**

The following are types of leave:

### VACATION LEAVE

Faculty earn twenty-two (22) vacation days per calendar year (for 1.0 FTE), pro-rated according to percent of time employed. Vacation leave is not awarded on an accrual basis and as such, is expected to be used in the year earned. Carryover of up to ten (10) vacation days/eighty (80) hours of leave will automatically be allowed, providing faculty's vacation leave record is maintained in KRONOS (see Vacation Carryover section that follows). Requests for vacation require advance approval of the department chair, Type II Center director or appropriate dean to whom the faculty reports. Once approved, vacation must be entered into KRONOS. Faculty may access the [Electronic Vacation Leave Approval Form](#) through our [Faculty Affairs Website](#) under the "forms" header.

### BEREAVEMENT LEAVE

Faculty are granted bereavement leave at the discretion of their department chair/center director. Contact [Human Resources](#) for guidance.

### HOLIDAY LEAVE

Faculty may take state holidays that do not interfere with their patient care, teaching, or administrative responsibilities. There is no compensatory time awarded for holidays not taken.

### MATERNITY DISABILITY, CHILD BONDING, AND CAREGIVER LEAVE

#### A. [Eligibility for Leave](#)

##### 1. Pregnancy Disability – Maternity Leave

Faculty members who give birth to their child shall be paid following delivery of the child for six or eight (6 or 8) weeks as specified in the medical doctor's medical disability documentation.

##### 2. Child Bonding Leave

Faculty members who provide formal documentation of birth, adoption, or initiation of foster care of their child, shall be paid for two (2) weeks child bonding leave up to one year following the event; e.g. birth, placement of the child.

### 3. Caregiver Leave

Faculty shall be paid for two (2) weeks to care for their family member (eligible family members\*) as necessary and documented by a doctor's note.

\*(spouse, parent, child, family member who resides in household)

### B. Use of Paid Vacation Leave

Faculty may combine earned vacation leave (paid) with their approved leave to either extend their paid time off or to be paid for what would otherwise be approved unpaid leave.

### C. Clinical Productivity Expectations Waived During Approved Leave

Faculty on approved leave will not be held to clinical productivity expectations (55<sup>th</sup> percentile wRVUs for their specialties and clinical FTE) during approved leave.

### D. Process for Requesting/Approval of Leave

Faculty request leave through department chair or center director in conjunction with Human Resources. The Chair/Center Director will consult with Human Resources regarding paid and unpaid time off; however coordination of the FMLA process; collection and verification of required documentation(s) from faculty is always to be done through HR.

## SICK LEAVE

Faculty do not have designated sick time. Leave related to illness (self or family) may be paid or unpaid at the discretion of their department chair/center director. Contact [Human Resources](#) for guidance, as well as discussion concerning protected leave under Family Medical Leave Act (FMLA).