

**Brody School of Medicine**  
**Faculty Vacation Leave and Travel Policy**

Recommended by the Executive Committee June 18, 2003

Approved by the Chancellor and effective June 24, 2003

The Division of Health Sciences Faculty Leave Policies adopted January 13, 1998, governs the Brody School of Medicine (BSOM). This document outlines additional specific policies applicable to faculty of the BSOM regarding requests for Annual leave / Vacation Leave, Community Service Leave, Administrative or Professional Service Activities Leave and Professional Leave. According to the ECU Faculty Manual, Part VI, II.K. "Vacation and Sick Leave," faculty employed on nine-month appointments do not earn vacation or sick leave. Faculty who have twelve-month employment contracts may be granted Annual Leave / Vacation Leave as authorized by the vice chancellors and chancellor.

The objectives of this document are to establish a written policy to ensure that BSOM faculty provide proper and timely requests for Annual Leave / Vacation Leave, Community Service Leave, Administrative or Professional Service Activities Leave, and Professional Leave. In addition, travel requests while covered by a separate policy, should be made to the appropriate department chair or section head in a timely manner. It is the responsibility of the faculty to work with the department chair or section head to arrange timely coverage so that his/her responsibilities are unaffected. This includes: coverage for patient care, teaching, research, administrative work, and supervision of laboratories and other personnel. It is expected that work obligations will not be canceled unless a significant emergency arises.

**Please Note:** Chairpersons and Directors should make all leave requests to the appropriate administrator, either the Dean or the Vice Chancellor.

**Neither the department nor the School shall be responsible for expenses incurred by a faculty member prior to approval for the leave or travel. NO UNUSED LEAVE BALANCE IN ANY CATEGORY OF LEAVE MAY BE PAID TO THE FACULTY MEMBER UPON TERMINATION.**

Annual Leave / Vacation Leave

The Division of Health Sciences provides 20 days of Annual Leave / Vacation Leave each fiscal year for a twelve-month faculty member. This leave rate is pro-rated for less than a full twelve months of employment. For part-time faculty, Annual Leave / Vacation Leave is prorated according to the percentage of a full-time equivalent. All leave requests should be submitted to the department chair or section head at least 30 days in advance of the departure date for review and approval. The chairperson or section head may approve or not approve any request for leave.

In order to meet clinical service needs, under exceptional circumstances, the department chair may approve a faculty member's request to carry over up to 10 days of annual/vacation leave from one fiscal year to the next year. However, if the 10-day balance of unused carryover leave cannot be taken by the faculty member within the first six months of the fiscal year (by December 31), the remaining unused balance ends on December 31. It is the responsibility of the faculty to work with the department chair or section head to arrange timely coverage so that his/her responsibilities are unaffected.

#### Community Service Leave

Faculty are also entitled to 24 hours per year of Community Service Leave to be used for qualifying activities. All leave requests should be submitted to the department chair or section head office at least 30 days in advance of the effective date for review and approval. The chairperson or section head may approve or not approve any request for leave. It is the responsibility of the faculty to work with the department chair or section head to arrange timely coverage so that his/her responsibilities are unaffected.

#### Administrative or Professional Services Activities Leave

The School provides time for faculty to perform administrative or professional service activities that benefit the mission of the University and/or the School. Administrative Leave cannot include activity for which faculty receive external compensation, except that reimbursement for direct expenses (such as travel) is permitted when not reimbursed by School funds. All honoraria must be reviewed and approved by the department chair to determine disposition directly to the faculty member or retention by the school or department based on university policy. All travel and all leave requests should be submitted to the department chair or section head at least 30 days in advance of the effective date for review and approval. The chairperson or section head may approve or not approve any request for leave. It is the responsibility of the faculty to work with the department chair or section head to arrange timely coverage so that his/her responsibilities are unaffected.

#### Professional Leave

This policy permits 10 days of Professional Leave (prorated for less than full-time or less than a twelve-month appointment) to attend professional meetings, symposia, or conventions that foster professional advancement, provide continuing professional education, or otherwise serve as a forum for the intellectual and research activities inherent to the development of an academic career. Reimbursement from departmental funds is limited according to department and School regulations and availability of funds. Faculty may be reimbursed by outside agencies for direct expenses (such as travel) when not reimbursed by School funds. In addition, honoraria may be received for speaking engagements or related activities, but must be disclosed in accordance with

University policy. All travel and all leave requests should be submitted to the department chair's office at least 30 days in advance of the effective date for review and approval. The chairperson or section head may approve or not approve any request for leave. It is the responsibility of the faculty to work with the department chair or section head to arrange timely coverage so that his/her responsibilities are unaffected.

Not all faculty responsibilities justify the full allocation of professional leave. The chairperson or section head may approve requests for leave to perform administrative or professional service activities at his/her discretion.