

MU School of Medicine
STATEMENT OF FACULTY VACATION & BUSINESS TRAVEL POLICY

Background: The School of Medicine undergraduate medical curriculum and graduate training programs operate on a twelve-month academic year. Further, many faculty members have obligations to and responsibilities for clinical care delivery and professional service. In order to fulfill the School's mission and, at the same time, allow all faculty members the reasonable time away for personal and professional activities that is consistent with University policy, uniformly applied vacation and business travel practices are prudent.

Therefore, effective July 1, 2018 the following leave practices will apply to all members of the full time faculty who hold primary appointments in the MU School of Medicine on a twelve-month basis (tenured/tenure track and non-tenure track). Full-time is defined as .75 FTE and above. For faculty with an FTE between 1.0 and .75, the number of vacation and business travel days will be pro-rated based on their FTE. Faculty with an FTE below .75 are considered part-time and not eligible for benefits including the vacation and business travel policy.

1. Up to twenty working days per year will be available for paid personal leave. At the discretion of the Department Chair a year can be defined as a Calendar Year (January 1 – December 31), an Academic Year (September 1 – August 31), or a Fiscal Year (July 1 – June 30). The department is responsible for communicating to all faculty how the year will be measured and for tracking the vacation and business travel time used. *This is consistent with Board of Curators policy for academic appointments as defined by the Collected Rules and Regulations; Chapter 320.070 Academic Appointments; Section A.4 General Rules, Terms of Service.* During the first year of employment, the faculty member's vacation days will be pro-rated according to the department's 12-month calendar.

In extraordinary circumstances and to the degree that workload can be accommodated, the chair may agree to carry forward up to five vacation days for use by a faculty member in the following year. However, in no case will paid personal leave exceed 25 days in any year and terminating faculty will not receive any payment for unused faculty personal leave.

2. Personal consulting for which a faculty member receives direct, personal compensation must be accomplished within this personal leave time unless it falls within #4 below.
3. Up to 10 working days per academic year will be available, with advance approval of the chair, to participate in professional development and/or the activities of academic and professional associations and societies. Reimbursement for travel expenses for such opportunities remains a departmental decision.
4. The department chair may, at his/her discretion, allow additional time away for mission-based activities that he/she wishes to encourage such as participation on NIH study sections, visiting professorships or responsibilities as an officer of recognized national or international professional societies.
5. Reasonable advance notification must be given prior to any of these absences, and arrangements for sufficient coverage of professional obligations must be assured. Departmental policies regarding advanced notification will be enforced.

Note:

"Working days" assume a five-day workweek and are typically Monday through Friday but may vary depending upon specific faculty assignments.

This policy statement does not apply to faculty development, research or sabbatical leaves of absence. See Collected Rules and Regulations Sections 340.020, 340.070, 340.080, and 340.090 for policies concerning these special leaves.