

Applies To: OB-GYN Faculty
Responsible Department: OB/GYN
Revised: 1/17/17

Title: **Clinical FTE Work Year
Professional leave accrual and use**

Administrative Policy

SCOPE

Applies to all OB-GYN faculty, excluding the division of Gynecology Oncology.

PURPOSE:

This policy provides a standard, transparent expectation for half days of clinical activity required for the various levels of clinical FTE (cFTE), and allotment of professional leave. More detailed information on allotment of Faculty FTE (i.e., division of FTE between clinical, research, education, administration) is located in the [Faculty FTE Allocation policy](#). This policy is expected to provide faculty a level of control related to their schedules, how clinical and non-clinical time is allocated, and how different types of leave are utilized.

PROCEDURES

The Department of OB-GYN recognizes a 44-week work year for faculty physicians. cFTE is measured in clinical half days with a productivity standard of 10 patients per clinic session. The number of “working weeks” per year accounts for University benefits such as holiday time, usage of Annual Leave earned per year and Professional Leave.

Faculty are encouraged to take leave, both professional leave to enhance professional development and the academic reputation of the Department and University, and personal leave. Requests for time away from work must be approved through the appropriate channels. Regardless of leave taken, faculty are expected to meet the cFTE benchmarks below. Special arrangements for leave that does not count against the standard expectations below, such as extended sick leave, parental leave, FMLA, or additional professional leave, will be made in conjunction with the Division Chief and the Chair, requiring final written approval by the Chair.

Based on the 44-week work year, the Department of OB-GYN has set the following standards for clinical half days per month based on levels of cFTE.

Clinical Half Days per Month by cFTE													
cFTE	0.80	0.75	0.70	0.65	0.60	0.55	0.50	0.45	0.40	0.35	0.30	0.25	0.20
Half Days	29	28	26	24	22	20	18	17	15	13	11	9	7

For the purposes of calculating half days, the following clinical time is included:

- Half days in clinic
- Half days in the OR
- Half days on L&D

Half days are tracked through the department scheduling system (Qgenda); any changes in schedule must be communicated with the Schedulers (Angela and Patricia) to ensure the accuracy of tracking. Additionally, a faculty member who works an unanticipated or unscheduled clinical half day, such as mentoring in the OR for

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the majority of a morning or afternoon session or adding a half-day clinic, should communicate with the Schedulers in order to receive credit for the clinical half day. Division Chiefs will receive a quarterly report detailing the cFTE for themselves and their division faculty members. Division Chiefs are charged with ensuring that members of their Division are scheduled clinically to fulfill the cFTE requirements. The Chair receives a quarterly report with year-to-date cFTE expectations and fulfillment for all faculty members in the department.

PROFESSIONAL LEAVE ACCRUAL

A faculty member's absence for attendance at professional meetings or to fulfill other professional obligations may be considered by department leadership to be of sufficient importance to justify absence from assigned duties. In any such instance, the request must be made, in advance, and must have the approval of the Division Chief and written approval of the Chair. Professional Leave is entered and tracked in the departmental scheduling software, Qgenda.

Faculty will receive 5 days of professional leave per fiscal year (July-June). Any remaining days at the end of the fiscal year will not carry forward and carry no monetary value.

The department recognizes that faculty rely on professional leave to build their career and bring recognition to the department and the University. Therefore, requests for professional leave above 5 days may be submitted. These requests should follow the regular approval process. The request will be reviewed by the Division Chief and productivity factors, such as meeting cFTE benchmarks will be considered. The Chief will review the request with the Chair. Such additional leave will likely be approved if cFTE half-day expectations are being met. The decision of the Chair to approve or deny is final. Faculty who have exhausted their annual allotment of Professional Leave may elect to use Annual Leave. In that case, the rules and policies related to annual leave requests and approvals apply. Annual leave in excess of accrued balances will not be approved, regardless of cFTE benchmark status.

Faculty who take L&D Call may take call compensation in the form of additional professional leave days as outlined in the L&D Call Policy on the department wiki page.

PROFESSIONAL ACTIVITIES CONDUCTED WHILE ON PROFESSIONAL LEAVE

Professional leave must have prior approval from the Division Chief or Department Chair and be consistent with this and all applicable policies of the Department and the University. The leave must be considered by the Chief/Chair to be beneficial to the faculty member's professional development and institutional reputation and/or success.

Professional leave time may not be used to conduct outside employment for or on behalf of a vendor.

This policy supplements the UNM policy on professional leave found in the [Faculty Handbook Section C225](#) and the [HSC Policy on Faculty Outside Professional Activities](#) housed within Academic Affairs.

PROFESSIONAL ACTIVITIES WHILE ON PERSONAL TIME, ANNUAL LEAVE OR LEAVE WITHOUT PAY

In general, if a faculty chooses to engage in professional activities on private time, annual leave time, or leave without pay time, the HSC does not require faculty members to report the amounts of time devoted to outside employment or activities. Certain vendor guidelines and institutional conflict of interest policies may supersede this. Faculty conducting professional activities on their own time are not covered by the NM Tort Claims act and should consider obtaining individual liability coverage. Please refer to the [Faculty Outside Professional Activities Policy](#) for complete details.

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APPROVAL

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2-1-17
Date

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