

## **STANDARD OPERATING PROCEDURES- GUIDELINES**

### **ACCUMULATION AND USE OF COMPENSATORY TIME FOR FACULTY**

#### **SCOPE/APPLICABILITY:**

Applies to all Faculty within the Department of OB-GYN.

#### **PURPOSE:**

To describe how faculty accumulate compensatory time off and how that compensatory time may be utilized.

#### **PROCEDURE:**

Full time and part time faculty accrue compensatory time when faculty do clinical work during holiday times.

When part time faculty do clinical or professional work during regularly scheduled time off, the Time Off For Faculty less than 1.0 FTE applies.

#### **DEFINITION OF HOLIDAY TIME:**

Per the SOM Policy on Holiday Leave, SOM faculty are entitled to the number of holidays specified in the Faculty Handbook and as announced annually by the UNM Department of Human Resources. Usually, 14 per year, these holidays include:

- Martin Luther King Jr Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Winter Break. The specific days observed as Winter Break are announced each year by the UNM Division of Human Resources. Typically this includes, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day and days between.

Updates to observed holiday time as announced by the University may supersede this list.

## PROCEDURES

- Faculty accrue compensatory time when they are required to work on the holidays listed above. Work is defined as a half day or full day of clinic coverage or time spent in the OR. For CNM Faculty, time worked also includes L&D Shifts. For Physician Faculty, L&D shifts are compensated separately and do not qualify for comp time.
- The comp time must be taken within the same fiscal year in which the holiday falls. The fiscal year runs July 1 through June 30. Unused comp time cannot be rolled over into the next year. Any issues regarding use of accrued comp time should be addressed with the Scheduling Team and Division Chief.
- Unused comp time has no monetary value at the time of separation from the University.
- Being on-call, post call or rounding on an official holiday does not qualify for comp time.
- The Scheduling Team will record and track accrual and usage of comp time in the department scheduling system.

## REFERENCES

UNM OB-GYN Time Off For Faculty Less Than 1.0 FTE Policy:

<http://unmobgyn.pbworks.com/w/file/fetch/98166169/Time%20Off%20for%20Part-Time%20Faculty.pdf>

UNM Department of Human Resources Holiday Announcements:


<https://hr.unm.edu/calendars>

UNM Faculty Handbook – Holiday Section C220:

<http://handbook.unm.edu/policies/section-c/leave-absence/c220.html>

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## APPROVALS:

SOP Owner:	Sarah T. Martinez	Date: 10/14/22
Chair Approval:		Date: 10/14/2022
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*This information is a guideline and should not be considered as inclusive of all proper treatments or methods of care or as a statement of the standard of care.*



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