

Applies To: Department: Obstetrics and Gynecology Revised: Effective Date: July 1, 2014
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Title: Time off for faculty less than 1.0 FTE		Policy			
Patient Age Group:	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> All Ages	<input type="checkbox"/> Newborns	<input type="checkbox"/> Pediatric	<input type="checkbox"/> Adult

POLICY STATEMENT

This is the written policy to describe how part-time faculty at less than 1.0 FTE may take that .FTE time off. This policy will be reviewed on a regular basis to institute any necessary changes.

PURPOSE:

The accumulation of regular time off creates difficulty in scheduling because of provider gaps that reduce consistency of clinical activities. Patient access is negatively affected. Our complex schedule is made more so by accumulated time off.

RESPONSIBILITY

The Division Chiefs are responsible for ensuring faculty understanding of this policy.

PROCEDURES

- 1) Part-time faculty must take a designated day/half-day per week or per 2 weeks. If the faculty's regular time off is rescheduled for professional or patient care reasons, that faculty should use the regular time off in the same calendar month.
- 2) Any regular time off that has accumulated as of July 2014 must be used by December 2014.
- 3) Current professional obligations may be reviewed on a case-by-case basis by the Division Chief in coordination with the Chair.
- 4) It is expected that exceptions to taking regularly scheduled time off would be rare, however, if the division chief and the individual who is part-time agrees, modifications to the schedule can be approved in order to cover clinical duties that would otherwise have to be canceled.

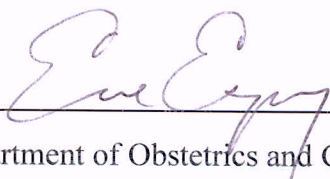
REFERENCES

The information in this SOP is designed to aid practitioners in making decisions about appropriate obstetric and gynecologic care. These SOP guidelines should not be construed as dictating an exclusive course of treatment or procedure. Variations in practice may be warranted based on the needs of the individual patient, resources, and limitations unique to the UNM setting or type of practice.

DOCUMENT APPROVAL & TRACKING

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Approved by: Eve Espey, MD, MPH

Approval: 
 Chair, Department of Obstetrics and Gynecology

7/14/14
 Date

SOP # / Version #	Effective Date	Supersedes	Review Date	Summary of Change(s)
NA	NA	NA	7/21/2015	Annual renewal- no changes.

Title: _____
 Owner: _____
 Effective Date: _____
 Doc. # _____