

Temple University School of Medicine Faculty Leave Policy

Revised March 10, 2015

Sick Leave

When a faculty member is unable to perform the duties of her/his position on any day due to illness, he/she must contact his/her supervisor, department chair or department chief to notify them of the absence as soon as practicable. The faculty member is responsible for working with the department chair or division chief when possible in ensuring that classes are covered, patients are informed if cancellation of appointments is necessary and/or is responsible for designating someone who will handle coverage and class and patient notifications.

There will be no “bank” of sick days. However, it is the responsibility of each department chair to ensure absences due to illness are properly recorded.

If an illness requires 3 or more days of consecutive absences, faculty members must contact Human Resources Benefits Administration (215.926.2282) to discuss the appropriateness of a medical leave of absence.

Any faculty member who is excessively absent or displays a pattern of absences may be subject to discipline.

Vacation

Each faculty member is entitled to up to 20 days vacation per fiscal year. The fiscal year runs from July 1 through June 30. Vacation must be requested at least 3 months in advance to allow for adequate coverage. Requests must be directed to the appropriate department chief/chair. Vacation requests should be approved or denied within 2 weeks of submission. If a faculty member believes his/her vacation request has been denied without basis, an appeal should be directed to the Senior Associate Dean of Faculty Affairs.

Department Chiefs/Chairs must ensure that each faculty member is afforded reasonable opportunity to use the vacation time to which they are entitled and that it is properly recorded.

Vacation time must be used in the fiscal year in which it is received. In rare circumstances and only with written approval of the Department Chair, up to 5 days may be carried over into the new fiscal year if it will be used within the first 30 days of that fiscal year. Unused vacation time will not be paid out upon resignation or termination for any reason.

Part-time faculty working on average 20 hours per week or more are eligible for prorated vacation time.

Personal Time

Each faculty member is entitled to up to 3 personal days per fiscal year. The fiscal year runs from July 1 through June 30. Personal days should be requested in sufficient advance to allow for adequate coverage.

Personal days must be used in the fiscal year in which they are received, and may not be rolled over into the following fiscal year under any circumstances. Unused personal days will not be paid out upon resignation or termination for any reason.

Part-time faculty working on average 20 hours per week or more are eligible for prorated personal time.

Holidays and Intercession

The University recognizes the following holidays for all full-time employees.

New Year's Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Independence Day	Day before Christmas
Labor Day	Christmas Day

In addition, the University may be closed on the days between Christmas and New Year's Day. Work scheduled on the above days will be equitably distributed.

Bereavement Leave

Per University policy

Jury Duty

Temple University will excuse any faculty member who is called to jury duty on the days he/she must report to court. However, should notice be received less than 2 months prior to the date of jury duty and the date conflicts with clinical coverage or scheduled teaching, then the faculty member shall request a future date with at least 3 months' notice to address patient care and teaching schedules. If the court denies this request, leave will be granted. Faculty called to jury duty may be required to present a statement issued and signed by the Clerk of the Court stating the number of days the employee was on jury duty.

Continued Medical Education Leave

Each physician faculty will be allowed up to 5 paid days for CME leave in order to obtain CME credits. This 5 day limit does not include time away to deliver CME talks. Requests for CME leave, whether to obtain CME credit or to deliver CME talks, must be made at least 3 months in advance to allow for adequate coverage. Responses to such requests will be made within 2 weeks from receipt of the request. Additional time may be devoted to CME but must come out of approved vacation time. Any concerns with regard to distribution of CME leave may be addressed to the Senior Associate Dean of Faculty Affairs.

Part-time physician faculty working on average 20 hours per week or more are eligible for prorated personal time.