

DFCM Faculty Holiday Leave Guideline (Supplemental to SOM Policy on Holiday Leave)

Approved by VC Committee 12/16/15

General Requirements

Full-time faculty accrues annual leave at a rate of 14 hours per month (21 days per year). Faculty .5 FTE and greater accrue annual leave at a pro-rated rate.

In addition to annual leave, full-time faculty are entitled to about 14 holiday days per year, which are announced annually by UNM Division of Human Resources and posted at <https://hr.unm.edu/calendars>. These days do not include any weekend days between them, they are only the specific days listed on the website and in the policy.

Medical Directors and the Department Chair have final say over who will work and not work during holidays. Specific clinic schedule variations should be handled by each clinic director.

Flex Holidays for Clinical Faculty

When faculty members with clinical responsibilities are required to work on an official UNM holiday in order to meet clinical obligations, they can 'flex' their time to take equivalent time off on another day. *[This includes faculty working Maternal and Child Health (MCH), Newborn Nursery (NBN), Intermediate Care Nursery (ICN3) & Inpatient Services (IPS) weeks on a Holiday for the day-time (if the holiday is observed any day Monday-Friday.) Those faculty working weekend coverage for NBN, ICN3 and IPS must be working on the Saturday or Sunday when the actual holiday falls. If the faculty member is working both the actual holiday and the day the holiday is recognized, the faculty member will only receive the equivalent of 1 holiday day.]*

It is preferred that flex time be requested in advanced by submitting a leave request that includes the holiday day worked, and which is approved by the appropriate parties (i.e. Medical Director and/or Department Chair.) Flex time earned must be recorded by the faculty member at the end of each month upon request from the department timekeeper. This way the department timekeeper will know not to record it as annual leave. The faculty member also has the option to request annual leave on the holiday day, which may or may not be approved. If it is approved as annual leave, the holiday day would be flexible on another day as well.

Department timekeepers recording monthly leave will assume that all faculty members did not work during the official UNM Holiday, unless otherwise noted on the Faculty Leave Reporting Form. Unused flex time off has no monetary value at the time of separation from the University. Flex time should be used within 6 months of being earned. Part-time faculty will be given flex time off commensurate with their fractional FTE appointment at UNM.

Exceptions to Flex Holidays

Hospitalists that are 1.0 FTE faculty members have schedules that are determined annually and in advance. Their entitled holidays are worked into this schedule. .5 Hospitalists will follow the guidelines under 'Flex Holidays for Clinical Faculty' above.

Being on 'Night Call' on an official holiday does not qualify for equivalent time off. 'Night Call' is compensated separately through the incentive process.

Definitions:

Flex time – is a variable work **schedule**, in contrast to traditional work arrangements allowing faculty to take a day off from work in the future for services provided by working on a Holiday.

See this guideline and the DFCM Faculty Prior Approval for Leave Guideline on the FCM web site.
<http://fcm.unm.edu/administration/links.html>