

Full-time (1.0 FTE) faculty accrues annual leave at a rate of 14 hours per month (21 days per year). Full-time faculty are also awarded 10 days of departmental sick leave and 12 days of professional leave each fiscal year, July to June. (Faculty .5 FTE and greater (but less than 1.0 FTE) accrue annual leave at a pro-rated rate) See UNM Faculty Handbook <http://handbook.unm.edu/section-c/c210.html>.

In addition to annual leave, full-time faculty are entitled to about 14 holiday days per year, which are announced annually by the UNM Department of Human Resources and posted at <https://hr.unm.edu/calendars>. These days do not include 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 or inpatient schedule variations should be handled by each clinical director.

## **General Requirements**

### **Clinical Faculty**

#### **Prior Approval for Leave on an Inpatient Service**

Prior Approval Leave Requests will be accepted during an 'Open Leave Requesting Period' which is approximately 10 business days before the schedule is created. The schedule should be created 3-4 months before the start of the next block. Notice will be sent to all clinical faculty of the availability of the form and the limitations of the Open Leave Requesting Period. Requests not received within this time period may not be honored. Faculty are required to complete the online 'Clinical Faculty Prior Leave Approval Form' for any anticipated leave, including Annual Leave, Departmental Sick Leave and Professional Leave. This completed form is received by FCM HR Representatives and forwarded to the appropriate medical director to approve.

Once the Medical Director(s) has been contacted and has approved the leave, FCM HR will send the form to the Department Chair for approval and then if approved to the scheduler for processing. The scheduler WILL NOT accept direct communications about these requests and CANNOT take action on any request that has not been approved by all impacted services and the Department Chair.

#### **Prior Approval for Leave on an Outpatient Service**

Faculty are required to complete the online 'Clinical Faculty Prior Leave Approval Form' for any anticipated leave, including Annual Leave, Departmental Sick Leave and Professional Leave. This completed form is received by FCM HR Representatives and forwarded to the medical director for approval.

#### **Switching a Clinical Shift Once the Schedule is Finalized**

If a faculty member wants/needs to switch a shift after the schedules are finalized (including Precepting shifts), it is solely their responsibility to find coverage. If a faculty member needs to cancel clinic/Precepting within 30 days, they must contact the Medical Director of the impacted service in order to cancel and reschedule. On Adult Inpatient Services, the faculty member canceling their shift must find adequate coverage. For outpatient services, the faculty member canceling their clinic or precepting must either find coverage or reschedule their personal clinic within four weeks of the original scheduled clinic.

Department timekeepers recording monthly leave will assume that all faculty members did not work during the time they have requested and received approval for leave, unless otherwise noted on the Faculty Leave Reporting Form, which is completed by each leave-eligible faculty member at the end of every month.

## **Sandoval Regional Medical Center (SRMC) Prior Approval for Leave**

If greater than 30 days from request date, the provider is to fill out 'SRMC Schedule Change Request Form' and give to Medical Director for review. The Medical Director will then review the clinic coverage and decide if the leave requested is appropriate. If the leave request is approved, the Medical Director will sign the form and send it to the SRMC master scheduler to make any necessary changes in the schedule. The completed form is then faxed to FCM HR.

If a request is for leave in less than 30 days, the Medical Director will review patients scheduled and determine the urgency of the request. If it is deemed necessary and the Medical Director approves, the provider will work with the SRMC master scheduler to overbook and accommodate patients into a schedule that works for the patient.

## **Non-Clinical Faculty**

### **Prior Approval for Leave**

Faculty are required to complete the online 'Faculty Prior Leave Approval Form' for any anticipated leave, including Annual Leave, Departmental Sick Leave and Professional Leave. This completed form is received by FCM HR Representatives and forwarded to the Chair for approval.

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