



Henry M. Goldman School of Dental Medicine

Faculty Vacation Policy & Authorized Leave Overview

GSDM Vacation Leave Policy

Faculty Vacation Policy enacted January 1, 2001, per GSDM Executive Committee.

Definition

Vacation Leave is an authorized paid absence from work that employees accrue as a result of their employment at Boston University.

Eligibility

All regular compensated, full-time and part-time faculty scheduled to work at a commitment of at least 50% effort are eligible upon hire to accrue and use Vacation Leave in accordance with the provisions of this policy. All paid faculty members are eligible to use their Vacation Leave after completing three (3) months of continuous service.

Vacation Leave Accrual

Eligible employees accrue Vacation Leave for each full calendar month of service completed at Boston University. Accruals are credited to employees on the first day of the month following each full calendar month of completed service.

Eligible employees hired on or before the fifteenth (15th) of the month will be credited with a full month of service on the first day of the following month. Employees hired on or after the sixteenth (16th) of the month are not credited with a full month of service for that month.

The following accrual rates are based on a regular, full-time work week and twelve-month assignment duration. They apply on a pro-rata basis to regular and part-time employees.

As outlined below, vacation leave allotments are based on a formula whereby faculty members with less than fourteen years of service receive four vacation days per year for each scheduled working day per week and beginning with their fifteenth year of service, receive five vacation days per year for each scheduled working day per week.

<u>Work Commitment</u>	<u>Vacation Days Accrued</u>	
	<u>Per Year¹</u>	<u>Per Month</u>
<i>5 working days per week²</i>		
a. First year to fourteenth (14th) year	20 working days	1.66
b. Beginning fifteenth (15th) year	25 working days	2.08
<i>4 working days per week</i>		
a. First year to fourteenth (14th) year	16 working days	1.33
b. Beginning fifteenth (15th) year	20 working days	1.66
<i>3 working days per week</i>		
a. First year - fourteenth (14th) year	12 working days	1.00
b. Beginning fifteenth (15th) year	15 working days	1.25
<i>2 working days per week</i>		
a. First year - fourteenth (14th) year	8 working days	0.66
b. Beginning fifteenth (15th) year	10 working days	0.83
Less than 2 working days per week or less than 50% effort	N/A	N/A

Vacation Leave – Usage and Maximum Accrual

Faculty are entitled to use Vacation Leave up to the number of Vacation Leave days that they have accrued. Under no circumstance will Vacation Leave be paid in advance of its accrual. If an individual schedules time off which exceeds their accrued vacation leave, such leave will be taken as unpaid.

Vacation Leave may be accrued to the maximum number of days that a Faculty Member would earn over a two-year period of employment. Should an individual accrue vacation leave up to the two year limit, the employee's maximum available accrual shall not exceed the two year cap. *No Department or supervisor may allow accrual beyond this maximum under any circumstances.*

Vacation Payout at Termination

Upon termination of employment, employees who have no outstanding obligations to the University will be compensated for unused accrued Vacation Leave at the time their employment

¹ Year shall be defined as a calendar year (January 1 to December 31) for the purposes of determining vacation allotment and usage.

² Faculty whose time commitment falls between the specified categories (i.e., 2 ½ days) will be awarded vacation time on a prorated basis.

with Boston University terminates. Terminating employees who have not completed three (3) months or more of continuous service will be not be paid for their unused Vacation Leave accrual. Eligible employees whose employment with the University is terminating must work through the fifteenth (15th) day of the month to be credited with a full month of service for that month. Payment will be computed using the employee's base salary rate at the time of termination. Employees may not use vacation days past their last physical day of work.

Requests and Approval

Faculty are asked to submit a request in writing for Vacation Leave to their immediate supervisor at least one month in advance of the desired Vacation Leave. Supervisors are responsible for obtaining departmental decisions and communicating them in writing to faculty members. Approvals must clearly define the duration of the absence and the date the faculty member is expected to return to work. Vacations will be scheduled to the extent feasible so as to facilitate adequate clinical/didactic/administrative coverage. For individuals whose commitment is split between multiple supervisors or work locations, multiple approvals are required.

Associate and Assistant Deans and Chairs should submit their vacation requests in writing to the Dean of the School through Ms. Lisa Case, Executive Assistant to the Dean (case@bu.edu).

Other Provisions

Supervisors are responsible for maintaining complete and accurate records on the Vacation Leave usage by each faculty member under his or her supervision.

Upon request, faculty members are entitled to a written statement of their Vacation Leave allotment and usage. Such requests should be made to their immediate supervisor, who is responsible for responding to the requests. Departments will be required to submit a list of vacation time usage for their faculty to the Office of the Dean at the end of each month. This information will be entered by the Office of the Dean into a central database which will be considered the authoritative source for all faculty accrued time at GSDM.

Compensation

Individuals maintain their regular pay and benefits while absent from work on approved Vacation Leave.

Holidays

All faculty members will receive paid holidays as designated annually by the University and, in addition, will participate in Intersession leave, as permitted by their work schedules.

Sick Leave

Under the provisions of the Commonwealth of Massachusetts Earned Sick Time Law, M.G.L. c. 149, § 148C, which went into effect on July 1, 2015, all employees in Massachusetts earn and use sick time according to certain conditions. The law allows employees to earn up to a maximum of 40

hours per year of sick time. Employees can carry over up to 40 hours of unused sick time to the next calendar year, but cannot use more than 40 hours in a calendar year. Employers do not have to pay employees for unused sick time at the end of their employment. As of this update (4-27-2016), Boston University has yet to formally publish its accrual methodology. Please contact the Office of the Dean for more information.

As in the past, departments should exercise diligence in monitoring faculty who are absent or unable to report to work due to illness. If a faculty member requires time off for illness or other reasons, the department should determine, in consultation with the Office of Human Resources, whether the individual should be placed on an official leave under the provisions of one of the University's leave policies. Please contact the Office of the Dean for more information. Faculty may be eligible for short-term medical leave under the Family and Medical Leave Act, the Massachusetts Maternity Leave Act or the Boston University Faculty Temporary Disability Policy as referenced below.

Faculty must request time off for scheduled medical or dental appointments, in writing, from their immediate supervisor at least three (3) workdays in advance of the desired time off. The three-day requirement may be shortened in emergency situations. Employees are generally expected to schedule medical and dental appointments for non-work hours. Supervisors are authorized to approve these requests and are responsible for communicating their decisions in writing to the employees.

Other Leaves

Professional Development

Time off for participation in professional development activity (i.e., attendance at scientific conferences, meetings of professional societies, Continuing Education classes or symposia hosted by GSDM, etc.) or scholarly activity is at the discretion of the department chair and the Dean and must be requested in writing by the faculty member as far in advance as possible to facilitate adequate clinical and/or didactic coverage. ***Such approved leave for professional development will not be debited from an employee's accrued vacation time.*** All School-funded travel related to such leave requires prior approval by the Office of the Dean. A *Request for Travel Support* form should be completed and approved by the employee's supervisor in advance of all business related travel. The *Request for Travel Support* form should be attached to the traveler's *Travel Expense Report* form at the conclusion of the trip.

Professional Credentialing

Requests for time off related to the maintenance of professional credentialing (i.e., licensing or particular certification which may be required by a position) is at the supervisor's discretion and will be charged to the employee's accrued vacation leave. It is incumbent upon faculty to maintain their professional licensure and credentialing (where required) as a condition of their employment and not the responsibility of the University to compensate individuals for such time away. Credentialing courses sponsored on-site for faculty (e.g., CPR) would be available at no charge to employee accrued time.

Bereavement Leave

Please reference the Boston University Employee Handbook at (<http://www.bu.edu/hr/documents/employee-handbook.pdf>) for more information.

Jury Duty

Please reference the Boston University Employee Handbook at (<http://www.bu.edu/hr/documents/employee-handbook.pdf>) for more information.

Service to the U.S. Armed Forces

Faculty who participate in reserve duty for the United States Armed Services are required to file for a formal leave of absence under the Family and Medical Leave Act. Please reference the Boston University Employee Handbook at (<http://www.bu.edu/hr/documents/employee-handbook.pdf>) for more information.

Time off to Attend Courses at Boston University

Full-time employees have the ability to register for classes at Boston University under the University's tuition remission program, however School policy does not support employees participating in classes during regular business hours (8:30-5:00).

Childbirth Leave Policy and Primary Care Giver Workload Reduction Policy

Effective July 1, 2011

Childbirth and Primary Care Giver Workload Reduction Policies for Professorial Faculty, Lecturers, and Instructors

Boston University has several policies that describe the support provided to professorial faculty, lecturers, and instructors who become the primary care giver of a new child through birth, adoption, foster care or guardianship placement, or newly-established legal custodial care. The support may take the form of unpaid leave, Paid Absence for Childbirth, and/or Paid Workload Reduction, depending on the individual's needs and eligibility. Note that School of Medicine professorial faculty, lecturers, and instructors who have contracts with practice plans do not receive the benefits described by the Faculty Handbook, but instead receive benefits in accordance with the policies adopted by their practice plans and approved by the Faculty Practice Foundation, Inc.

Paid Absence for Childbirth and Paid Workload Reduction do not by themselves extend any appointment past its original end date, or provide salary past the end date of an appointment.

Please reference: <http://www.bu.edu/handbook/leaves-absences/childbirth-leave-and-workloadreduction/> or consult the Office of the Dean for additional details.

Part-time faculty

Qualifying employees of Boston University may be eligible for up to twelve weeks of unpaid leave for pregnancy, birth, or adoption of a child, or for the assumption of new foster care, in accordance with the provisions of the Family Medical Leave Act or where applicable, the Massachusetts Maternity Leave Act. Payment for such approved leave time for part-time faculty members at the Henry M. Goldman School of Dental Medicine may be made on the basis of the availability of an individual's accrued vacation time. Any time taken beyond the amount of accrued vacation time available to a part-time faculty member shall be taken as unpaid leave.

Faculty Temporary Disability Policy

The University provides salary continuation to eligible faculty members during limited periods of disability resulting from injury or sickness while employed by the University, including medical complications arising from pregnancy. It is available to all faculty members serving under regular full-time appointments. For information on Boston University's Faculty Temporary Disability Policy please see: <http://www.bu.edu/handbook/human-resources/temporary-disability-policy/>

Domestic Violence Leave

Effective August 8, 2014, employers in the Commonwealth of Massachusetts with more than 50 employees are now required to permit employees to take up to 15 days of leave from work per year if the employee or employee's family member is a victim of abusive behavior. "Abusive behavior" includes domestic violence, stalking, sexual assault and kidnapping.

The leave must be directly related to the abusive behavior, including, but not limited to: seeking medical attention; counseling; victim services or legal assistance; securing alternative housing, court appearances, meeting with law enforcement officials, and attending child custody hearings.

Boston University has updated its Leave of Absence policy to add "Section 317: Domestic Violence Leave" to provide employees with protected time off to address issues stemming from domestic violence and other abusive behavior. For more information please see: (<http://www.bu.edu/hr/documents/employee-handbook.pdf>).

Eligibility criteria for all leaves is governed by University policies as set forth in the Faculty Handbook (www.bu.edu/handbook) and/or the Employee Handbook through Office of Human Resources (<http://www.bu.edu/hr/documents/employee-handbook.pdf>).

For additional information:

Boston University Medical Campus Office of Human Resources
801 Massachusetts Avenue, Suite 400
617-638-4610

GSDM Office of the Dean

Richard Rabbett, Director, Faculty Academic Services & Operations
617-638-4876
rabbet@bu.edu

Kara Boucher, Manager, Faculty & Staff Administration
617-638-4855
kebouche@bu.edu

Faculty Vacation Policy enacted January 1, 2001, per GSDM Executive Committee. All other leaves referenced above, with the exception of the Family Medical Leave Act, the Commonwealth of Massachusetts Maternity Leave Act and the Commonwealth of Massachusetts Earned Sick Time Law, are set forth either by the Boston University Faculty Handbook or the Boston University Office of Human Resources.

Updated April 27, 2016