Henry M. Goldman School of Dental Medicine (GSDM)

Faculty Vacation Policy & Authorized Leave Overview

Faculty Vacation Policy

Definition
Vacation Leave is an authorized paid absence from work using earned time 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.

Vacation Leave Accrual
Vacation accrual at Boston University is earned on a monthly basis and is determined by an individual's service date and employment effort.

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

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

Each faculty member's work schedule, including their total hourly commitment per week and its associated vacation accrual (where eligible) shall be stated in an offer letter at the time of hire or in an amended letter of employment following any approved change in the individual's schedule.

Vacation Accrual Rates

The following accrual rates are based on a regular, full-time (40-hour) work week and twelve-month assignment duration. They apply on a pro-rata basis to regular and part-time (>50% effort) faculty as described below.

Employment Commitment

	Maximum accrual per **Year**[1]	Accrual per Month
5 days per week[2]		
Year 1 through Year 14	20 days	1.66 days
Beginning of 15th year	25 days	2.08 days
4 days per week		
Year 1 through Year 14	16 days	1.33 days
Beginning of 15th year	20 days	1.66 days
3 days per week		
Year 1 through Year 14	12 days	1.00 days
Beginning of 15th year	15 days	1.25 days
2 days per week (min. 16 hours)		
Year 1 through Year 14	8 days	0.66 days
Beginning of 15th year	10 days	0.83 days
Less than 2 days per week	N/A	N/A

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

2 "Day" - The unique clinic schedule at GSDM, offering extended daily hours, provides certain faculty with the option of serving their overall weekly commitment by compressing their schedule into fewer workdays by opting to work more than 8 hours in a single day. For the purposes of vacation accrual calculation, a "Day" shall be considered equivalent to the number of hours in a standard 8-hour business day (pro-rated as required) based on an individual's specific schedule.

Example 1: If a faculty member works 24 hours within 2 weekdays, for the purposes of vacation accrual, this shall be considered the equivalent of 3 workdays (24 hours/8 hours per day= 3 days).

Example 2: An individual's commitment may be spread out over a series of days in 1/2-day (4-

hour) blocks. If the faculty member works 8 hours on Mondays, 4 hours on Tuesdays and 4 hours on Thursdays, then for vacation accrual purposes this shall be considered the equivalent of 2 days (16 hours/8 hours per day=2 days).

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 shall Vacation Leave be scheduled or paid in advance of its accrual. If an individual schedules time off which exceeds their accrued vacation balance, 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 regular employment. Should an individual accrue vacation leave up to the two-year limit, the employee's maximum available accrual shall not exceed this two-year cap. No Department or supervisor may authorize accrual beyond this maximum amount under any circumstance.

Vacation Payout at Termination
Upon termination of employment, employees will be paid out for any unused accrued Vacation Leave.

Faculty whose employment with the University is terminating prior to the fifteenth (15th) day of the month will not receive an accrual or payout for that month in their payout.

Terminating employees may not schedule or use vacation time past their last physical day of work.

Vacation payout will be computed using the employee's salary rate at the time of termination.

Vacation Requests and Approval
All faculty must submit a request in writing for Vacation Leave to their immediate supervisor preferably 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 facilitate adequate clinical/didactic/administrative coverage. For individuals whose commitment is split between multiple supervisors or work locations, multiple approvals are required.

At their discretion, supervisors may deny vacation requests to the extent that the dates chosen by an individual, or the receipt of requests from multiple faculty for time off within the same period, may have a negative impact on operations. Such denials shall be communicated to the faculty in writing and include a clear rationale for the decision.

Senior faculty positions (Associate Deans, Assistant Deans and Department Chairs) should submit their vacation requests in writing to the Dean of GSDM 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 use by each faculty member under their supervision.

Upon request, faculty members are entitled to a written statement of their Vacation Leave accrual and use. 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 use 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 leaves.

Holidays
All faculty members will receive paid holidays as designated annually by the University.

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 personal reasons, the department should consult with the Office of the Dean for guidance.

Time Off for Business Travel or Credentialing

Professional Development
Time off for participation in professional development activity (e.g., participation or attendance at scientific conferences, meetings of professional societies, continuing education classes or symposia hosted by GSDM, etc.) or scholarly activity, is solely at the discretion of the department chair or the Dean and must be requested in writing by the faculty member as far in advance as possible to facilitate appropriate coverage. Authorized leave for professional development will not be debited from an employee's accrued vacation time. All School-funded travel for such leave requires prior approval. All reimbursements for travel must include receipts and be submitted by the faculty member at the conclusion of travel through the CONCUR travel system in SAP.

Professional Credentialing
Requests for time off related to the maintenance of professional credentialing (e.g., licensing or certification which may be required by a position) is at the supervisor's discretion and will generally be charged to the employee's accrued vacation leave. It is incumbent upon faculty to maintain any professional licensure or credentialing required as a condition of their employment; it is not the responsibility of the University to compensate individuals for time away related to such activity. On-site credentialing or development courses sponsored by GSDM are not charged to employee accrued time. Faculty members should consult with their supervisor to ensure that

such participation will not negatively impact scheduled coverage or other activities.

Attending Courses at Boston University
Full-time employees may register for classes at Boston University under the University's tuition remission program, however, GSDM policy does not support employees participating in classes during regular business hours (8:30-5:00). Any such arrangements require prior approval by the Dean of GSDM.

Other Leaves

Eligibility for all leaves other than GSDM vacation is governed by University policy as set forth in the Boston University Faculty Handbook.

Paid Family and Medical Leave
Sedgwick administers Boston University's Paid Family and Medical Leave benefits, which fully comply with or exceed the Massachusetts Family and Medical Leave Act (MAPFL) requirements. Information page on the BU Human Resources website: https://www.bu.edu/hr/health-wellness/paid-family-and-medical-leave/

The Boston University Faculty Handbook describes all leave benefits for faculty in detail at:https://www.bu.edu/handbook/leaves-absences/faculty-personal-and-family-leave-policies/

Retirement Plan and General Benefits Questions
Boston University Human Resources Service Center
www.bu.edu/hr/benefits
617-353-2380

GSDM Faculty Vacation Policy

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GSDM Faculty Vacation Policy went into effect on January 1, 2001, per the GSDM Executive Committee. Provisions for all other leaves are set forth by the Boston University Faculty Handbook (www.bu.edu/handbook)

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