

VANDERBILT UNIVERSITY

MEDICAL CENTER

Policy: Faculty Vacation and Time Away

Chapter	Faculty
Policy Number	SSS-PTA0914
Approval Date	1/27/16
Effective Date	1/27/16
Supersedes	9/15/2014

Applicable to					
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Clinical Faculty – Assist and Above <input type="checkbox"/> Other:	Research Faculty – Assist and Above	Instructors	Residents & Fellows	Advanced Practitioners (APRN & PA)	Staff
Lead Author & Content Experts					
Lead Authors: Naji Abumrad, Dan Beauchamp, Dai Chung, David Penson, Reid Thompson, Bess Wildman					
Specific Education: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					

I. Purpose and Policy:

This Section of Surgical Sciences *Faculty Vacation and Time Away Policy* is provided in accordance with Vanderbilt University faculty Benefits and Leave policies and the *Conflict of Commitment Policy* as defined in the faculty manual <http://vanderbilt.edu/faculty-manual/part-iii-university-principles-and-policies/ch3-conflict-of-interest-and-conflict-of-commitment-policy/>. The Conflict of Interest policy states: “External activities conducted by a faculty member should be of such nature as to improve effectiveness as a teacher or contribute to scholarly attainments, or should in some manner serve the interests of the University or of the community. External activities must not distract significantly from primary responsibilities and must not require such extensive absence as to cause the faculty member to neglect course obligations or become unavailable to students and colleagues. External activities must be of such nature and conducted in such manner as will not bring discredit to the University and must not compromise any Intellectual Property owned by the University. Accordingly, the maximum expenditure of time spend on external activities by a full-time faculty member appointed on a nine-month basis should not exceed forty days during the academic year, including holidays. For those full-time faculty members appointed on a twelve-month basis, time spent on external activities should not exceed fifty days per year, including holidays.”

A link to a more complete version of this policy is at the end of this document and may be found in the faculty manual. Furthermore, per the Dean’s office, based on service responsibility needs and other departmental priorities, departments in the School of

Medicine may establish more restrictive policies. The following policy provides Section guidelines for time away.

Time Away is characterized and counted as any normal work day that a provider is not on the Vanderbilt Campus, or normal place of business if applicable, such as an off-site clinic. It may be time taken for vacation, sick, holidays, personal activities or for professional external activities (as defined above and under the Conflict of Commitment Policy). **The maximum number of allowable days for time away for the Section of Surgical Sciences is forty-two.** Extraordinary circumstances or responsibilities may require exceptions to this limit and may be approved by the Chair of the Department in consultation with the Chair of the Section of Surgical Sciences after review of a detailed *Conflict of Commitment Disclosure* (<https://medschool.vanderbilt.edu/faculty/compliance>) report by the faculty member. Per this policy, Time Away exceeding 50 days commitment, inclusive of holidays, requires a *Conflict of Commitment* disclosure report and approval by both the Section Chair and the Dean of the School of Medicine.

It is the responsibility of the faculty member to communicate to the Department Chair to obtain timely review and approval for time away. Time away for local travel within the region of the VHAN Network for activities (outreach, marketing, program development, educational conferences) which are planned by the department or by Vanderbilt University are considered Vanderbilt work activities and are approved reasons that will not count against the 42 days. Absence from clinical activities such as clinic sessions or the faculty member's procedural day must also be requested through the Provider Time Away portal/tool, meet expectations for requesting Provider Time Away and must be approved in advance, preferably 42 days prior to clinic to minimize impact to patient care.

I. Policy:

Regardless of purpose of time away it must be communicated and approved by your chair or designee. Approval for time away up to Vanderbilt policy is contingent upon availability of funds, clinical coverage, fulfillment or expected fulfillment of financial and productivity expectations of the individual. While it is recognized that such time away is important for a variety of reasons, ensuring that adequate coverage of services and minimization of service disruption here at VUMC is both desired and expected. Service chiefs are responsible for implementing plans in collaboration with their chairs to minimize these disruptions of services.

All time away impacting clinics must be recorded in the Provider Time Away system and appropriate clinics closed or alternately covered in accordance with established policy. Requests for Provider Time Away made less than 42 days prior to the absence are not approved unless there is a personal or family illness, emergency, or other compelling reason for such absence. **Requests to cancel clinics with less than 42 days notice must be approved by the Department Chair at time of request or by the Division Chief, in the absence of the Chair.** Faculty providers are expected to make up missed

clinics and surgical procedures that are cancelled by the provider with less than a 42 day notice.

II. References:

1. Conflict of Interest and Commitment Policy
https://medschool.vanderbilt.edu/faculty/files/faculty/public_files/FINAL_COIPolicyEffective8.24.12%20.pdf
2. [Section Faculty & Staff Travel Policy:](#)
3. Provider Time Away link:
<https://timeaway.mc.vanderbilt.edu/timeaway-web/>
4. Faculty Manual:
<http://vanderbilt.edu/faculty-manual/>

III. Approval:

Dr. R. Daniel Beauchamp, Chairman
Section of Surgical Sciences
Vanderbilt University Medical School

Date: 1/27/16