**School of Medicine Vacation/Paid Time Off and Academic Professional Days Policy**

As the largest academic unit of the University of Louisville (“University”), the School of Medicine faculty provide academic and clinical services to the community. Typically, full-time faculty are appointed to terms of not less than twelve months. The SOM recognizes the need for faculty to have annual Vacation/Paid Time Off (PTO) and Academic Professional Days. Taking time away from work benefits the faculty member by reducing stress and decreases burnout. This policy provides governance and oversight of individual department policies and procedures for Vacation/PTO and Academic Professional Days.

Department based policy

Departments must develop their own parameters around Vacation/PTO and Academic Professional Days for full-time faculty in accordance with the terms of this Policy. Such policies shall be approved in writing by the Dean of the SOM. Once approved, it is the responsibility of the department chair to disseminate the policy to their faculty. Tabulation of used Vacation/PTO days will be the responsibility of the department. Faculty less than 1.0 FTE will have proportionately reduced allowable days off. All units shall develop a policy consistent with the terms contained in this document and seek approval of the Dean by December 1, 2023. Departments who currently have polices that exceed the limits of this new document shall have 12 months to phase out their current policies.

 Amount of Vacation/PTO and Academic Professional Days allowed for SOM full-time faculty

Vacation/PTO shall be no less than 22 days per year and no more than 35 days for 1.0 FTE faculty per (calendar year or academic year depending on department practice) and will be determined by department approved policies and procedures. The number of days of Academic Professional Days (CME days, scientific meetings, or academic administrative meetings) shall be no less 5 and no more than 15 days for 1.0 FTE faculty per (calendar/academic year) and will be determined by department approved policies and procedures. Additional Academic Professional Days that are beyond the maximum allowed by a department may be taken with a specific request from the faculty member and approval by the department chair. Vacation/PTO and Academic Professional days are granted at the onset of each academic/calendar year. For new faculty in their first year of service, the number of days allowed during the first year are pro-rated to their start date. Scheduled university holidays are not counted as Vacation/PTO days.

Approval of Vacation/PTO and Academic Professional days

Faculty must receive approval from their department chair/division chief prior to taking Vacation/PTO or Academic Professional time off per department procedure.

Carry over of Vacation/PTO and Academic Professional days

If noted on department policy, unused vacation days may be carried over to the next academic/calendar year. The maximum amount of carry over days shall not exceed ten days. Any permitted carryover days must be used in the next academic/calendar year. Academic Professional days cannot be carried over, but additional days may be requested per above.

Payout of unused Vacation/PTO and Academic Professional days

The SOM does not allow for financial payout of unused Vacation/PTO days or Academic Professional days.