

PROCEDURE FOR PAYMENT OF ASF COMPENSATION DURING EXTENDED LEAVE PERIODS

Definitions

Extended Leave: Annual or sick leave period of more than four weeks.

Base Salary: University Contracted Salary.

Goal

Establish fair and consistent guidelines for COM regarding all types of extended leave to minimize financial impact on clinical departments without penalizing clinical faculty.

Procedure

Graduated reduction of ASF compensation based on period of annual and/or sick leave used.

Leave period

4 weeks or less	Full UCS Salary paid based on individual's accrued leave balance and full ASF Incentive Pay
Beginning Week 4 to 12 weeks	Full UCS Salary paid based on individual's accrued leave balance and no ASF Incentive Pay
More than 12 weeks	UCS paid based on individual's accrued leave balance (if any remains), Sick Leave Pool benefit, and/or donated leave
Intermittent FMLA Leave	Convert weekly guidelines above to hourly amounts and pay in accordance with above guidelines. For example once intermittent leave exceeds 160 hours (hourly equivalent of 4 weeks), a faculty member will receive Full UCS Salary but no ASF Incentive Pay from 161 hours to 480 hours of intermittent leave used.