

Virginia Commonwealth University  
School of Medicine

Faculty Leave Policy

School of Medicine Faculty Travel and Consulting Leave

**General:**

Virginia Commonwealth University Human Resources administers Leave policies for all faculty. Leave provides a means for all faculty to utilize approved time away from the work site for various reasons. Effective January 10, 2002, all School of Medicine faculty must report Travel Leave and Outside Professional Consulting Leave in addition to other leave recorded in VCU HRS Leave System. These new leave types are to be recorded for tracking and reporting purposes only.

**Definitions:**

Travel Leave (code TRV): Current University travel policy requires prior authorization by the Department Chair. Travel Leave includes but is not limited to attendance at professional meetings, seminars, conferences, presentations, invited lectures, and other affiliated non-University and non-VCUHS work sites ([www.hr.vcu/leave](http://www.hr.vcu/leave) and [www.vcu.edu/procurement](http://www.vcu.edu/procurement)).

Outside Professional Consulting Leave (code OPC): Current University Outside Professional Consulting Leave policy requires prior authorization by the Department Chair and Dean. This leave is limited to one day per week or may be accomplished during non-work hours. Outside Professional Consulting is defined and governed by University Policies ([www.vcu.edu/ireweb/policies](http://www.vcu.edu/ireweb/policies)).

**Process:**

All full time faculty must receive prior approval for use of annual and travel leave. All faculty, regardless of rank or tenure status, are required by the University to submit leave used every pay period. All faculty must promptly submit all types of leave used to departmental timekeepers. Department timekeepers record leave in the VCU HRS Leave System using the appropriate leave codes. The Department is responsible for accurate and timely submission of faculty leave.

**Types of Leave and Who's Eligible**

***Travel*** (professional meetings, seminars, conferences, presentations, invited lectures, and other affiliated non-University and non-VCUHS work sites)

TRV - faculty                    12 month faculty TSLP and VSDP

***Outside Professional Consulting Leave*** (professional consulting)

OPC - faculty                    12 month faculty TSLP and VSDP

To: Faculty  
School of Medicine

From: H. H. Newsome, Jr., M.D., Dean  
School of Medicine

Date: December 12, 2001

Re: Faculty Leave

The tragic national events of September 11, 2001 brought to the forefront the importance of adhering to University faculty leave policies. During each workday and especially during times of crisis, departments must be accountable for faculty who are away from the institution for various reasons including annual leave, sick leave, official university business travel, etc.

VCU Human Resources administers a Leave Reporting System for all faculty and staff. It is vitally important that all faculty, regardless of rank or tenure status, report leave used each pay period. University policy requires prior authorization by the Department Chair or designee for the use of annual leave or business travel. It is the responsibility of each faculty member to report vacation, sick, holiday, and other leave used to their respective timekeeper each pay period. Each Department is accountable for enforcing University Leave policies.

Effective January 10, 2002, all School of Medicine faculty members must also report ***Travel Leave*** and ***Outside Professional Consulting Leave***. ***Travel Leave*** includes but is not limited to attendance at professional meetings, seminars, conferences, presentations, invited lectures, and other affiliated non-University and non-VCUHS work sites. ***Outside Professional Consulting Leave*** is leave permitted for professional consulting and is limited to one day per week or may be accomplished during non-work hours. Outside Professional Consulting is defined and governed by University Policies ([www.vcu.edu/ireweb/policies](http://www.vcu.edu/ireweb/policies)). ***Both*** types of leave require prior authorization by the Department Chair and ***Outside Professional Consulting Leave*** also requires prior approval from the Dean. These new Leave types are to be recorded for tracking and reporting purposes only.

Thank you for complying with these leave approval and reporting policies. If you have questions, please contact your Department Chair or administrator. Thank you for your attention to this matter.

cc: Dr. Eugene P. Trani  
Dr. Hermes A. Kontos  
Dr. Sheldon M. Retchin  
Linda Harber