 Administrative/professional leave is defined as faculty leave which enhances the mission of the College of Medicine, or provides faculty development as it relates to the mission of teaching, research or clinical practice. The University of Florida requires that all leave, including administrative/professional leave be accurately documented. It further requires that administrative/professional leave be pre-approved by the unit leader. Administrative/professional leave will be granted provided such leave does not interfere with the academic and educational commitments of the faculty member and that clinical coverage, when applicable, is assured.

TIME ALLOWED FOR ADMINISTRATIVE/PROFESSIONAL LEAVE

Faculty, chairs and professional employees with administrative positions may be granted up to 20 business days of leave for travel related to professional activities, as per approval policy of their department or unit. Exceptions for professional activities of regional and national importance may be granted by the chair or dean, as appropriate, with prior written consent.

COMPENSATION FOR ADMINISTRATIVE/PROFESSIONAL LEAVE

Faculty will receive full pay for approved leave. Professional leave may be granted for participation in educational activities at other universities and educational organizations. Professional leave will not be granted for activities for which the faculty or employee receives compensation. If outside activities are completed during the typical work schedule of Monday-Friday, 8:00 am to 5:00 pm, annual leave must be used for any and all 8:00 a.m. to 5:00 pm hours/days missed. Some examples of outside activity include (though, not a complete list): receiving an honorarium in excess of travel expenses, consulting, employment as an expert witness (this requires an additional review by the HSC Self-Insurance Program Office prior to approval), and being a visiting professor or an invited speaker at another institution or organization (whether for-profit or not-for-profit) for which the faculty member receives an honorarium. The Chair of the Department may grant an exception to this annual leave rule for academic and/or scientific activities for not-for-profit entities. Furthermore, annual leave need not be taken for service as a grant reviewer for any national grant funding agency.

FUNDING FOR ADMINISTRATIVE/PROFESSIONAL ACTIVITY

From extramural grant support: As allowed

From the administrative unit (division, department, Dean’s Office): The unit shall submit a prospective budget, which encompasses travel needs. Upon approval by the Department Chair or Dean, travel expenses must then meet budget.
From extramural organization:  As allowed

From UF sources (Restricted or unrestricted):  If a department has an individual annual aggregate financial limit or allowance for travel, that limit will apply to each individual department member.  Such limits are contingent upon department meeting budget.

MISCELLANEOUS

Depending on the department and/or source of funds within the College of Medicine, travel time and reimbursement may be more restrictive than the above.  These levels, therefore, will be applied as limits for professional/administrative travel when regulations governing the source of funds for reimbursement permit.  Regardless of the UF funding source, UF travel policies and procedures will be followed in all cases.

Reviewed and approved by the College of Medicine Executive Committee October 20, 2016.