I. Purpose

Faculty members of the UW School of Medicine and Public Health (SMPH) may also be asked to assume duties at the William S. Middleton Memorial Veterans Administration Hospital (VA). The VA may pay faculty performing those duties through a fee-for-service agreement, other negotiated service contract, or through an appointment payrolled through the VA. Faculty members who are asked to assume duties at the VA with a VA-payrolled appointment must take a leave of absence from their UW SMPH faculty appointment to accept these responsibilities at the VA.

II. Definitions for the Purpose of This Policy

Faculty Member: Professors, Associate Professors and Assistant Professors on the tenure, CHS and Clinician-Teacher tracks. This definition also includes Instructors (CHS) and Clinical Instructors in permanent, temporary (non-training), or fellowship positions for the purpose of VA appointments.

Leave of Absence: An absence from employment with the approval of the employer with or without loss of pay in accordance with the appropriate statutory provision or rule. A leave of absence may be paid or unpaid, and may be for medical or other reasons. Leave of absences for the purpose of a VA-payrolled position will be an unpaid UW leave.

III. Policy

1. In the interest of equity and good human resources management practice, the calculation of leave percentages should be consistent across the SMPH.
2. As with several other UW policies (e.g. sick time reporting, vacation usage), the leave calculation will be based on an agreed upon convention for total hours worked, recognizing that actual hours worked may vary among individuals over the course of their employment.

3. These principles and the calculation below were in effect beginning December 1, 2006 for all leaves initiated or modified after that date. Retroactive recalculation of leave percentage is not required. The policy was revised in May, 2009.

4. Any variation from the procedural model for calculating a VA leave of absence needs approval from the Dean’s office. Any UW leaves for VA appointment purposes that were calculated prior to 5/8/2009 are allowed to remain unchanged.

5. UW-Madison Faculty Policies and Procedures state tenure track faculty must maintain an appointment of at least 50%. This rule does not apply while on VA leave. Tenure track faculty may go below 50% while working at the VA as long they return to 50% or higher when the VA appointment ends. The School of Medicine and Public Health also applies this rule to CHS faculty appointments. The 50% appointment rule does not apply to faculty on the Clinician-Teacher track.

6. New faculty who assume VA duties on their first day of employment at UW must begin with a UW appointment of at least 42% or more to establish WRS eligibility. VA leave cannot take the UW appointment below 42% and still maintain WRS eligibility.

7. UW personal leave (vacation, sick leave, personal holiday) will be calculated at the adjusted UW FTE rate after VA leave of absence.

IV. Procedures

1. If an employee is engaged in VA work that affects normal teaching, research or clinical time, it is expected either that they will take a UW leave of absence or UW and/or UWMF will receive funding reimbursement from the VA.

2. The standard workweek at the VA is 40 hours.

3. Based on the VA calculation for their standard work week, each VA 1/8 will normally correspond to five (5) hours of work (40 divided by 8) which is equal to 10% FTE at the UW.

4. For each VA 1/8 appointment, the department should determine the proportionate leave percentage from the faculty member’s SMPH appointment (e.g. 1/8 appointment = 10% UW LOA, 2/8 = 20% UW leave, etc.).

5. This calculation applies to fulltime faculty with VA appointment ranging from 1/8th to 8/8ths.

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6. Faculty that work at the VA who wish to participate on a K-award may require additional review and approval by the office of the Senior Associate Dean of Clinical and Translational Research and the HR office.
7. The calculation for faculty with part-time UW appointments is based on the hours worked at the UW and VA. The amount of work time at both UW and the VA needs to be examined on an individual basis to determine if leave is required.

   a. Under current practice, faculty on leave of absence from UW to work at the VA receive the UW employer’s full share for health insurance. If their VA appointment takes them below 50%, they do not have to pay the less than half time health insurance rates while on VA leave. Faculty with VA appointments should consult with the VA regarding their benefits.

Links to Related Procedures

Links to Related Guidelines

References

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<th>SMPH Human Resources, Associate Dean for HR, Equity &amp; Inclusion</th>
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