

University of Michigan Medical School Policy on Public Service Leaves of Absence

The University Standard Practice Guide (SPG) 201.30-1, states that a government service leave may be granted for an instructional staff member who is elected to a full-time public political office or appointed to an office of a policy making nature or significant responsibility such as a head of or assistant to the head of an office, department, or branch of the federal, state, or local government. The maximum duration of the initial leave is one year, renewable upon request. Extensions of leaves beyond one year for instructional staff may be granted only by the Board of Regents when an appropriate request is made on recommendation by the Department Head, the Dean or Director, and the President. This type of leave of absence is without compensation by the University except as provided by the University Disability Plans and Scholarly Activity Leave Plan. University service will continue to accumulate during leaves of absence and extensions. Failure to report for assignment at the conclusion of a leave without requesting and receiving an extension of the leave will be considered a resignation.

Regents' Bylaws Section 5.13 – Governmental Activities states, “All regular staff members who are elected to a public office and any regular staff member who is appointed to a public office shall file with the secretary of the University a statement from the appropriate supervisor, department head, or dean that arrangements have been made and approved to assure that the duties of the office will not interfere with the performance of University employment duties. If such assurance cannot be made, the staff member shall either request leave of absence without salary or resign effective upon the commencement of governmental duties or upon expiration of previously granted leave. If the staff member requests leave of absence without salary, such leave shall be granted by the president for the period of one term of office, if any, or for one year. Leaves without salary for additional terms of office, if any, or additional years of service may be granted by the president on recommendation by the dean or appropriate administrative officer.”

It is the expectation of the Medical School that a government service leave of absence is temporary, typically for one to two years. It is expected that the faculty member on leave would use his or her University of Michigan Medical School title as extensively and as exclusively as possible; the faculty member on leave should maintain visibility of the University of Michigan appointment. The Medical School also has an expectation of ongoing collaboration that may be advisory, scholarly, or educational. A yearly summary of activities, with explicit plans for the following year and a plan for return to the University of Michigan should be sent to the Medical School with any request for extension. There should be some expectation of a specific date for return. Conflict of interest policies and other relevant University of Michigan policies would continue to apply.

Approved by Medical School Executive Committee on November 6, 2003