



## MASSACHUSETTS GENERAL HOSPITAL

<b>Title:</b>	Professional Time Away from Work (Conference Time)
<b>Division:</b>	Gordon Center for Medical Imaging (GCMi)
<b>Applies to:</b>	Non-Clinical Professional Staff Members Above Research Fellow
<b>Effective Date:</b>	April 1, 2020

### **POLICY:**

- 1.1. Conference time is defined as time that is given to Non-Clinical Professional Staff Members above Research Fellow to attend and participate in scientific conferences relevant to their research. Professional time away from work (for example, visiting professorship or performing consulting services) will also count as conference time. Conference time is given to Professional Staff at the beginning of the academic year (July 1).
  - 1.1.1. Junior Staff get up to 5 conference days per academic year.
  - 1.1.2. Staff get up to 10 conference days per academic year.
  - 1.1.3. Senior Staff get up to 15 conference days per academic year.
  - 1.1.4. Part-time Staff are granted conference time as a pro-rata portion of the annual entitlement.
- 1.2. Conference days cannot be carried forward to the next year.
- 1.3. The Director of the Gordon Center for Medical Imaging, must approve time in excess of the allocation. Approval for time in excess of allocation will be based on staff availability and the merit of the request as well as the use of prior conference time. If at the end of the academic year a Staff member has taken more conference time than is allowed without prior approval, it will be deducted from unused discretionary time off.
- 1.4. Time involved in engaging in peer review activities for NIH or other research sponsors does not go against the standard conference time benefit. Time involved in giving a presentation as an invited speaker at another academic institution does not go against the standard conference time benefit.
- 1.5. Use of the GCMi Google time off reporting form is required mechanism for tracking time off: [https://docs.google.com/forms/d/e/1FAIpQLSd-EXd\\_Ie5wcHYJCl5Gm4t6NS6H3kesqCM-D5Zt5pev1K6jOw/viewform](https://docs.google.com/forms/d/e/1FAIpQLSd-EXd_Ie5wcHYJCl5Gm4t6NS6H3kesqCM-D5Zt5pev1K6jOw/viewform)
- 1.6. The Director of the Gordon Center for Medical Imaging will have the authority to interpret this policy as necessary.

**DEFINITIONS:**

**Junior Staff** are Professional Staff Members who have been in an independent faculty position (Instructor or above) for 0 to 3 years.

**Staff** are Professional Staff Members who have been in an independent faculty position (Instructor or above) for greater than 3 years but less than 10 years.

**Senior Staff** are Professional Staff Members who have been in an independent faculty position (Instructor or above) for over ten years.