

Frequently Asked Questions

Is a clinical FTE the same as total FTE?

No, a clinical FTE is only a portion of the total FTE. Total FTE may also include education, research, administration, and contracted labor.

Will my leave request be applied to my clinical effort only?

No, the leave will be applied to your entire effort.

How much leave do I accrue?

Full time faculty members accrue 14 hours of annual leave per month. Leave will continue to accrue until the maximum of 252 hours is reached. The accrual amount is prorated to total FTE.

What is the leave maximum per month?

Full time faculty can request up to a maximum of 173.33 hours. This amount is prorated if your FTE is less than 1.0.

Can my request span two months?

To ensure the Smartsheet automated processes go smoothly, we ask that any request spanning two months be submitted as two individual requests in their respective months.

Example: A request for Nov. 26 - Dec. 3 would become two separate requests, one for Nov. 26-30 and another for Dec. 1-3.

Can I use my leave before it has been accrued?

No. You may not use leave that has not been accrued. When you submit a request, your leave balance will first be checked for sufficient accrued leave before continuing to the process of approval. You may use leave the month after it has been accrued.

Can I extend a professional leave trip using this form?

Yes. If you are interested in requesting time off in addition to your professional leave, we ask that you include that information and any other relevant information in the "comments" section of the form.

What should I do if I would like to cancel or change a request?

Should you be interested in cancelling or changing a leave request, please forward the last Smartsheet alert email pertaining to the request to Scott Sanchez (sctsanchez@salud.unm.edu). The request will thereafter be deleted from the system or changed pending new approvals. **APP Faculty please forward any cancellations or changes to Melanie Coffing (mevelarde@salud.unm.edu). Critical Care Faculty, please forward any cancellations or changes to Jon Marinaro (JMarinaro@salud.unm.edu).**

What should I do if my request is denied?

Should your request be denied at any step of the process, we encourage you to submit a new request after communicating with the person who denied it.