**YSM Procedures & Guidelines**

**Yale School of Medicine Child Rearing Leave Guideline**

Issued: August 8, 2018  
Updated: October 15, 2018; November 12, 2019; July 28, 2020

**Excerpt from Dean Alpern’s communication to the Faculty Advisory Committee**

*June 2018*

We recognize the unique challenges which exist in departments, and for faculty, providing patient care. Among those challenges is maintaining a full complement of clinical coverage when faculty are out on leave, while ensuring a work environment and climate that is fully supportive of faculty taking the time they need and deserve with their families. To help alleviate the related financial pressures, effective July 1, 2018, YSM will implement a process for clinical departments to self-fund the clinical component of a faculty member’s salary if he/she goes on a paid child rearing leave.

**Salary Expense while on leave**

With approval by departmental leadership, and after review by the YSM Director of Academic Analytics, the portion of a faculty member’s academic salary charged to the Patient Care mission at the time a paid child rearing leave commences (and for a duration not to exceed 8 weeks of paid leave) should be charged as follows through payroll costing:

a. **Cost Center:** Determined by faculty member’s Home Department  
b. **Yale Designated:** YD000421 Child-Rearing Leave Funding  
c. **Fund:** FD18 – Internally Designated - Unrestricted  
d. **Line of Business:** Clinical = PG00035 (Patient Care)  
e. **Project:** Determined by faculty member’s Home Department  
f. **Assignee:** Please use the faculty member’s assignee  
g. **Ledger Account Codes (use the individual’s normal payroll costing without an LOA costing treatment):**
   i. 71000 Faculty Salary – tenured  
   ii. 71001 Faculty Salary – non-tenured  
   iii. 71002 Faculty Salary – non-ladder  
   iv. 71006 Faculty Salary Other  
   v. 71013 Faculty Salaries Over Pension Cap

Only approved child rearing leave salaries can be charged here. The child rearing leave of absence accounts will be monitored by the YSM Controller and you may be asked to correct or remove inappropriate charges from the account. Outside of approved charges, no manual journal entries should be posted to this account. If you will be processing a Payroll Adjustment for a previous month, please notify ysmcontroller@yale.edu.

**Child Rearing Leave Funding**
Faculty salary charged to the Patient Care mission (Program Summary 31 and 32) in clinical departments at the School of Medicine has an assessment levied to create a pool of funds to pay for these leaves.

The child rearing leave assessment is applied to the portion of a faculty member’s academic salary charged to the clinical mission and the additional criteria shown here:

a. **Cost Center Hierarchy Grouping**: HSCC3040 MED Clinical Departments  
b. **Employee Type**: Faculty  
c. **Program Summary**: 31 – Patient Care Activities and 32 – Patient Care Support  
d. **Ledger Account Codes Assessed**:  
   - 71000 Faculty Salary – tenured  
   - 71001 Faculty Salary – non-tenured  
   - 71002 Faculty Salary – non-ladder  
   - 71006 Faculty Salary Other  
   - 71013 Faculty Salaries Over Pension Cap  
e. **Funding**: All Operating Funds excluding Federal G&C (Fund 02), Non-Federal G&C (Fund 28), VA-Contracts (YD377)

While the assessment for the child rearing leave is applied to COA code combinations based on where eligible faculty salaries are booked, the money is returned to the COA charged for the leave as described above in the “Salary Expense while on leave” section (minus the assignee) using ledger account 51051 to cover the approved cost of the leave. YSM Finance will make this journal entry monthly, one month in arrears, to reimburse departments for the salary cost of faculty on approved child rearing leaves in the designated Yale Designated funding source.

**Contacts:**

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