



ADMINISTRATIVE POLICIES AFFECTING THE SCHOOL OF NURSING

Faculty Absences

Date Effective	July 2016
Date Reviewed / Revised	March 2026
Program Level	Administrative

POLICY:

In accordance with the Faculty Handbook, full-time faculty members on 12-month appointments are entitled to a one-month (i.e., 20 working days) vacation each year. Holidays during a vacation period are not counted as days of vacation. Vacation benefits are not cumulative from one year to the next. Unused vacation, if any, is not paid at the time of termination. Faculty members holding less than a 12-month appointment or who work part-time do not earn vacation benefits. See the [Unavoidable Absences policy](#) in the Faculty Handbook.

Full-time faculty members are entitled to 4 personal days each academic year. Part-time tenure stream and tenured faculty are entitled to 2 personal days each academic year. Personal days are not cumulative from one year to the next. Unused personal days, if any, are not paid at the time of termination.

Absences for University business are those where the faculty member is representing the University (e.g., attending an academic conference), conducting research, and/or using University funds.

Absences for professional services outside of the University in which remuneration is received are considered outside employment. Outside employment should not be viewed as a substitute for University assigned responsibilities and requires the name, property, and facilities of the University not be used ([Policy 02-06-01](#)). Examples include services incurred solely for the benefit of an outside organization where the individual is acting in a consulting, advisory, or other capacity not directly related to their University responsibilities.

Faculty members traveling internationally on University business are strongly encouraged to

register through the University Travel Registration System.

Faculty must meet their teaching obligations,

PROCEDURE:

Three weeks prior to the anticipated absence, the School of Nursing Absence Request Form must be completed by the faculty member and submitted to the Department chair or Dean for approval. Once approved, absences involving international travel are forwarded by the department administrator to the Executive Assistant to the Dean. Absences for domestic travel are filed in the department.

During the period of absence, faculty will engage the out of office functionally of their University telephone and email account, noting the return date to the office and who is available on-site to address immediate issues.

To register international travel through the University travel registration system, log into the University portal at my.pitt.edu and click on *Travel Registration* under the *My Resources* tab.

Attachment: School of Nursing Faculty Absence Request Form (PDF)

APPROVAL & REVISION HISTORY

Approved by Dean's Council: 07/2016
Reviewed: 07/16, 02/24, 03/26