

**UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING**

**ADMINISTRATIVE POLICIES AFFECTING THE
SCHOOL OF NURSING**

TITLE OF POLICY: **FACULTY ABSENCES**

ORIGINAL DATE: **July, 2016**

LAST REVIEWED/REVISED: **July, 2016**

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.

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 functionality 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.

Absence Request

Requests must be submitted three weeks prior to the first day of all absences to your direct supervisor (Faculty to Department Chair) (Chairs & Dean to Dean). Faculty traveling internationally are strongly encouraged to register through the University Travel Registration System: <http://globaloperations.pitt.edu/trip-registration/>

Section I: Absence Information

Name: _____ Department: _____

Dates of Absence: From: _____ To: _____ Number of Business Days: _____

Reason for Absence:

<input type="checkbox"/> Vacation <input type="checkbox"/> University Business (Complete Section II) <input type="checkbox"/> Outside Employment (Complete Section II)	Description:
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The following arrangements have been made for my commitment to the School, including teaching obligations (indicate course number(s), and on-site contact(s) to address immediate issues) :

Preferable Method of Contact: E-Mail Phone Phone Number: _____

Section II: Information on University Business or Outside Employment

Please complete this section if you are requesting an absence due to University Business or Outside Employment.

Organization: _____

City: _____ State: _____ Country: _____

Dates of Meeting: From: _____ To: _____

Preferable Method of Contact:
(if differs from above) E-Mail Phone Phone Number: _____

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

Faculty Signature Date

Dean / Department Chair Date