

MEDICAL COLLEGE OF OHIO

Subject: ABSENCE FROM PREMISES/NON-CONTRACT
EMPLOYEES

Policy No.: 05-020

If it is necessary for an employee to be relieved from work duties or be away from the work area, the employee must obtain approval from the appropriate supervisor. While on paid time, employees are not allowed to leave the premises, defined as Medical College of Ohio grounds, unless prior approval is obtained from the employee's supervisor. Failure to do so may result in disciplinary action. Reasonable requests will be honored.

Employees leaving the premises whether on paid or unpaid time, must document their departure when leaving the premises and document their return to the premises. Failure to do so may result in disciplinary action.

Employees whose duties require them to leave the premises are not required to document departure or return except in accordance with departmental practices.

Source: Vice President for Operations

Effective Date: 07/01/86

Revision/Review Date:

10/15/87

08/01/88

08/07/89

08/06/90

10/01/91

04/01/92

12/09/93

07/01/95

07/29/96

04/01/98 Reviewed

07/01/99 Reviewed

07/01/00 Reviewed

07/01/01 Reviewed

07/01/02 Reviewed

07/01/03 Reviewed