**Planned Absence from Campus**

<table>
<thead>
<tr>
<th>Name of Policy:</th>
<th>Planned Absence from Campus</th>
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<tbody>
<tr>
<td>Policy Number:</td>
<td>3364-107-204</td>
</tr>
<tr>
<td>Department:</td>
<td>Pathology-Laboratory</td>
</tr>
<tr>
<td>Approving Officer:</td>
<td>Chief Executive Officer-UTMC</td>
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<tr>
<td>Responsible Agent:</td>
<td>Pathology/Hematopathology</td>
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<tr>
<td>Scope:</td>
<td>Pathology-Laboratory</td>
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**Effective Date:** 2/10/2017  
**Initial Effective Date:** 6/2/1999

- [ ] New policy proposal
- [X] Major revision of existing policy
- [ ] Minor/technical revision of existing policy
- [x] Reaffirmation of existing policy

(A) **Policy Statement**

All Pathology Department Staff will submit a request for planned absence to appropriate scheduling authorities in advance of the absence.

(B) **Purpose of Policy**

To assure a predictable presence of sufficient staff to execute the duties of the particular division or section without compromise of function.

(C) **Procedure**

1. A standard form is to be completed by the individual planning an absence. Alternatively, Core Lab staff may request planned absences by e-mail to the Lab Director or Lab Manager(s).
2. The signatures of relevant authorities (individual with “Scheduling authority”, i.e. supervisor, Lab Manager or Department Head) or documented approval are to be obtained as authorization. Approval should be granted if not detrimental to operational functions.
3. Copies of the authorization should be saved by the requestor, the requestor’s supervisor.
4. Approval/authorization of planned absences must be obtained prior to the absence.

**Approved by:**

- Robert L. Booth, Jr., M.D.  
  Date: 2-21-17
  Associate Professor  
  Director, Clinical Pathology/Hematopathology

- Daniel Barbee, RN, BSN, MBA  
  Date: 2-3-2017
  Chief Executive Officer-UTMC

**Review/Revision Date:**

- 10/06/03
- 10/4/04
- 9/30/05
- 9/18/06
- 9/14/07
- 6/10/2008
- 5/1/2011
- 3/1/2013
- 2/20/2015
- 2/10/2017

**Next Review Date:** 2/10/2019

**Policies Superseded by This Policy:** P-04