


Name of Policy: Planned Absence from Campus Policy Number: 3364-107-204 Approving Officer: Medical Director, Clinical Pathology Responsible Agent: Director, Clinical Pathology Administrative Director, Lab Scope: Pathology Laboratory University of Toledo Medical Center		 Effective date: 01/04/2025 Original effective date: 06/02/1999	
Key words: Planned work absence, sufficient staff, scheduling authority, approval, normal operations.			
<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input checked="" type="checkbox"/>	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.
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.
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.

<p>Approved by:</p> <p><u>/s/</u> Name: Amira Gohara, M.D. Title: Medical Director, Clinical Pathology</p> <p><u>1/10/2025</u> Date</p> <p><i>Review/Revision Completed by:</i></p> <p><i>Joshua Otiso, Administrative Director, Lab</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• <i>P-04</i> <p>Initial effective date: 06/02/1999</p> <p>Review/Revision Date: 01/04/2025</p> <p>Next review date: 01/04/2027</p>
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