

When to Use Authorized Absences

Authorized Absence Types: • Operating Room • Outreach Clinic • Institutional Obligation • Leave

Operating Room If the provider had a scheduled surgery. Please select the OR option. No other explanation is required.

NOTE: Post-op visit does not qualify as OR.

This screenshot shows a web form titled "Select attendance status". It features three radio button options: "Absent", "Authorized Absent" (which is selected and highlighted in red), and "Present". Below this is a text input field for "Reason for absence". Underneath is a section for "Authorized absence reason" with four radio button options: "OR" (selected), "Outreach Clinic", "Institutional Obligation", and "Leave". At the bottom are "Cancel" and "Save" buttons.

Clinic Outreach If the provider is at an outreach clinic, please select Outreach Clinic option.

Only the following clinics qualify:

- o Memorial Hospital Retina Clinic - Freeport
- o La Farge Medical Clinic
- o Mercy Health System - Janesville
- o Mile Bluff Clinic Ophthalmology - Mauston
- o UW Health Eye Clinic – Rockford
- o UW Specialty Clinic – Prairie du Sac

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Institutional Obligations If the provider is attending other obligations that serve the department, university, UW Health, or other institutions pertinent to ophthalmology that they have no control over the event scheduling.

For example (not an exclusive list):

- o ABO Oral Exams
- o Faculty Senate
- o AUPO, ARVO, etc.

NOTE: This does not include post-op, clinic time, or on-call.

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Leave If the provider is taking leave, it must be authorized by the university or department leadership, such as FMLA or Service Chief approved leave time.

For example:

- o FMLA
- o Department Authorized Leave
- o Bereavement Leave (must comply with university policy)

NOTE: This does not include sick days or vacation.

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Meetings Application

Faculty Absence Attendance Reminders

Help Documentation

The Support Staff is responsible for tracking the reasons for absence for their faculty in the Meetings Application. Once a meeting takes place and the attendance has been recorded by the notetaker, an email will be sent to the specific support staff with any faculty absences.

An email is sent under two conditions:

1. A weekly summary is sent on Monday that include any absence reasons that have not been recorded.
2. The day after committee attendance is submitted, an email will be sent out for the absence reason that has not been recorded.

The email you receive includes instructions for how you record the reason for absence or correct inaccuracies.

It is very important that all absences are accounted for. An email will be sent for any absences without a recorded reason.

An attendance record has three statuses: Present, Authorized Absent, and Absent.

Here is an example of what the email might look like:

Hello Your Name

Your Faculty Member was marked absent in the events below. To ensure their attendance is correct for their citizenship and compliance component, please use the "Attendance Status" button below to do one of the following options:

1. If the absence was **incorrect**, select the "Present" option and enter any further information in the email field. The system will route the email to the correct notetaker for you.
2. If the absence was caused by an **authorized reason**, select the "Authorized Reason" option, then select the authorized reason you think fits best, and enter any further information in the email field. The system will route the email to Becca Raven for you. The authorized reasons include:
 - o OR
 - o Outreach Clinic
 - o Institutional Obligation
 - o Leave
3. For all other absences, please select the "Absent" option and enter the reason for absence. (This can be something simple, like "sick", "vacation", or "did not participate".)

All absences must be accounted for. Do not hesitate to contact event notetakers or Becca Raven with questions about event attendance.

Additionally, you can check up on attendance for Your Faculty Member by checking their [Timeline](#) in the Meetings Application. Tip: use the calendars at the top to adjust the time frame.

Need more help? [Click here](#) to view the Attendance Status Help Documentation.

Your Faculty Member

Support Staff: Your Name

Event	Notetaker	Action
Grand Rounds Friday, January 24, 2020	Jackie Roberts	Attendance Status
Grand Rounds Friday, January 17, 2020	Jackie Roberts	Attendance Status
Educational Working Group (EWG) Tuesday, January 14, 2020	Jackie Roberts, Tetyana Schneider	Attendance Status
Executive Committee Monday, December 16, 2019	Kelsey Bartlett	Attendance Status

This is an automated email generated by the [Meetings App](#). If you feel this was sent in error, please contact webmaster@ophth.wisc.edu or reply to this email.

Click the blue Attendance Status button to access the form to make changes.

Absent

If an absence is correct, you need to add the reason for absence.

Absent is the default option when arriving at the Attendance Status screen.

Friday, January 24, 2020
7:00a - 8:00a
📍 Location: Health Sciences Learning Center Room 1345 or TBD

Test, Example *Member*

Select attendance status

Absent
Authorized Absent
Present

Reason for absence

If your faculty member is absent, please enter the “Reason for absence” and click Submit.

Authorized Absent

If an absence is correct but was caused by an authorized reason, please select Authorized Absent. Then select one of the four authorized reasons and add a brief explanation in the space provided.

Friday, January 24, 2020

7:00a - 8:00a

📍 Location: Health Sciences Learning Center Room 1345 or TBD

Test, Example *Member*

Select attendance status

Absent
Authorized Absent
Present

Authorized absence reason

OR

Outreach Clinic

Institutional Obligation

Leave

Reason for absence

Please provide any follow up information about the authorized reason here.

✕ Cancel

Submit

Clicking Submit will send an email to Becca Raven Uminowicz. You will be cc'd. Becca Raven will then review and update the attendance for your faculty member.

Present

If an absence is incorrect and the faculty member actually attended the meeting, please select Present.

Friday, January 24, 2020

7:00a - 8:00a

📍 Location: Health Sciences Learning Center Room 1345 or TBD

Test, Example *Member*

Select attendance status

Absent
Authorized Absent
Present

Clarification for attendance

Please help the notetaker by including any follow up information here.

✕ Cancel

Submit

Please explain to the notetaker why the faculty member feels they should be marked present (for example: your faculty member called in after the meeting started or arrived late).

Clicking Submit will send an email to the meeting notetaker. You will be cc'd. The notetaker will then review and update the attendance for your faculty member.