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.



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 Eve Clinic Rockford
- o UW Specialty Clinic Prairie du Sac



<u>Institutional Obligations</u> 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.

Select attendance status

Absent
Authorized Absent
Present

Reason for absence

Authorized absence reason

OR
Outreach Clinic
Institutional Obligation
Leave

<u>Leave</u> 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.



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:

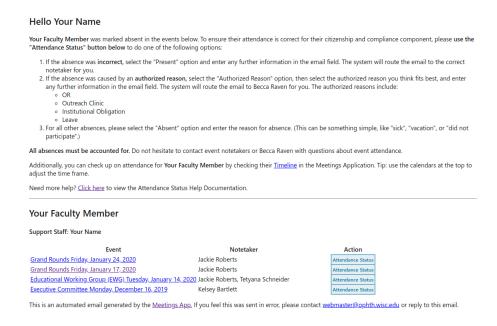
- 1. A weekly summary is sent on Monday that include any absence reasons that have not been recorded.
- 2. The day after committee attendance is submitted, an email will be sent out for the absence reason that has not been recorded.

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:

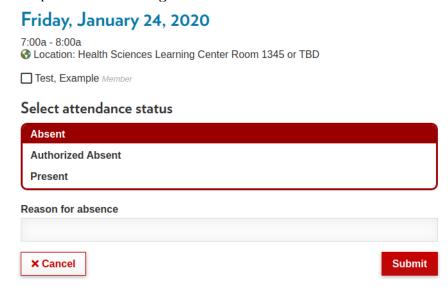


Click the blue Attendance Status button to access the form to make changes.

Absent

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

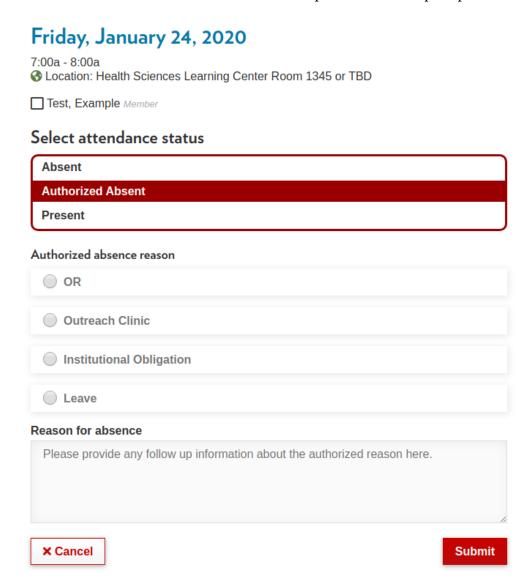
Absent is the default option when arriving at the Attendance Status screen.



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

Authorized Absent

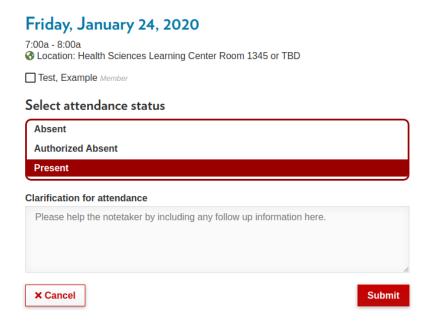
If an absence is correct but was caused by an authorized reason, please select Authorized Absent. Then select one of the four authorized reasons and add a brief explanation in the space provided.



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.



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.