



School of Medicine

DEPARTMENT OF FAMILY MEDICINE AND PUBLIC HEALTH SCIENCES

DFMPHS Absence Request Process

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1. All DFMPHS faculty and staff (research, Wayne Health (WH) physicians, and administrative) should use the Absence Request Form located in the Family Medicine share drive, folder: @@DFMPHS Faculty and Staff Handbook, subfolder: Departmental Forms. It is titled: DFMPHS Absence Request Form rev October 2020.dotx. This is a template and will open as a docx for your input of information.
2. Please check your time availability and request the appropriate “type” of time off (i.e. vacation, personal, any purpose day, illness, floating holiday, PTO - WH employees only, etc.).
 - a. **WH physicians:** request time off through Workday and send notice of approval to Judy upon receipt. <https://ads.med.wayne.edu/ads/l/idpinitiatedsignon.aspx?loginToRp=http://www.workday.com>.
 - b. **WSU employees:** It is the individuals’ responsibility to complete their time sheet noting their time off on their time sheet in Academica <https://login.wayne.edu/> per the official payroll cycle calendar.
 - i. For hourly or non-exempt personnel, you must complete and submit your time sheet for all time worked or absent. The time entered must match time logged on the Sign-In/Out form. **IMPORTANT NOTE:** Any overtime must be approved in advance.
 - ii. Exempt employees need to log time for appropriate exception time off.
 - iii. If you accidentally request the wrong type of time off, Payroll may contact us to complete a Correction Memo.
 - iv. If you forget to enter your time off, a Late Time Sheet Form will need to be completed.
3. The Absence Request form can be completed entirely by email, using the email flow as the approval process
 - a. Complete the form (electronically or print off then PDF). Send it via email to your Supervisor to obtain approval.
 - i. The Department Administrator (DA) (Andrew Disbrow) is responsible for monitoring the approval of time off. The DA can designate assistance with this process and has assigned Judith Magdalenic. Please Cc jmagdale@med.wayne.edu on the email of all requests for time off.
 - ii. Faculty should get time off approval from their Division Chief. Research staff should get time off approval from their PI. Administrative staff who report to the DA should get time off approval from their direct supervisor first, then send it to the DA for final approval.
 - iii. **“Day of” illnesses or work call-offs** should be reported to the appropriate individual at your location i.e. Site Director, Supervisor, Clinical Manager, Administrative Support. In addition, on behalf of the Department Administrator whose responsibility it is to monitor time off but has designated Judy to assist in this process, please Cc Judy of all non-planned days off (i.e. call in sick, leave early personal emergency, etc.). This information will be used to confirm time off has been accounted for correctly on the individual’s time sheet in Academica.

- iv. WH clinical faculty are required to give 60-days advance notice so that clinical and precepting duties can be covered. Complete your form, send it to your immediate supervisor for approval with a Cc to Judy. DA will request patient schedule closure. In addition, as noted above in 2. a. you must also input your time in Workday so the time off is accounted for in the pay cycle.
 - v. Judy logs all planned time off on the department calendar and files the form in the appropriate payroll file. All department team members have access to view the FM Department calendar. If interested, please contact Judy Magdalenic. She will confirm you have properties to view the calendar and send instructions. For any issues with the instructions, log a call with C&IT for MSIS's assistance.
 - vi. As assigned by Andrew Disbrow, Judy approves WSU payroll on behalf of the department confirming time logged against planned absence requests or other notifications of out of office communications.
- 4. Be sure to complete the entire form including sending attachments when applicable.
 - 5. For out of office requests for business, CME or professional development, you **must** include the appropriate documentation: registration information, program details, speaking engagement invitation, meeting agenda, etc. Also, please note the name of the conference or meeting and city/state of the business travel on the form. As a reminder, when completing your **Travel Wayne Pre-Trip request**, you must attach a PDF of your **approved** absence request form along with your supporting travel documentation (i.e. conference agenda, meeting invitation, etc.)

DFMPHS' process is to complete an Absence Request form in advance of all scheduled time off, sent to the appropriate chair/director/supervisor. All time off will be logged on the departmental Outlook calendar. We recognize there will be unplanned absences and in those instances as noted above in 3. a. iii, please send an email to your immediate supervisor advising of time off with a Cc to Judy. If you have any questions about this absence request process, please contact Judith Magdalenic or Andrew Disbrow.

WSU and WSUPG provide paid time off for vacation, illness, short-term disability, special needs and jury duty. Eligibility and benefits vary by job classification. Employees represented by unions should consult their collective bargaining agreement for details concerning time off benefits or contact WSU Human Resources at askhr@wayne.edu or phone: 313-577-3000 or WSU Payroll at payroll@wayne.edu or phone: 313-577-2138. WSUPG employees should contact WSUPG Human Resources at 248-581-5872

WSU information sources include:

<http://policies.wayne.edu/appm/3-4-benefits.php>

<http://policies.wayne.edu/non-rep/>

<http://laborrelations.wayne.edu/contract-info.php>

Wayne Health information Human Resource information including Non-Physician and Physician Handbooks can be found at:

<https://intranet.waynehealthcares.org/> Input user ID and password then click on the Human Resources tab

*Exempt personnel are those in positions not eligible for overtime pay. Exempt personnel report exemption time only (vacation, illness, etc.). They do not fill out a time sheet with daily hours worked.