



SCHOOL OF MEDICINE

Department of Medicine
Chairman's Office

DOM Departmental Policy

EFFECTIVE DATE: January 20, 2012

SUBJECT: Procedures for DOM Division Directors and Faculty Notification of Absences from UAB

PURPOSE: To clarify the Department's position on steps to be taken when DOM Division Directors and/or Faculty are away from UAB

POLICY: All Division Directors should notify the Chairman's Office, in advance, if they will be away from UAB either on vacation or official business. All Faculty should notify their Division Director, in advance, if they will be away from UAB either on vacation or official business.

PROCEDURE:

1. Faculty who will be away from UAB should notify their Division Director, in advance, letting them know who will be covering for them during their absence.
2. Division Directors who will be away from UAB should notify the Department of Medicine Chairman's Administrative Associate, in advance, and provide the name and phone number of the person who will be covering for them during their absence.
3. Time off requests and notifications of official time-away from UAB must be sent to the appropriate areas as far in advance as possible.

RESPONSIBILITY: Division Director & DOM Faculty

APPROVED BY:

Seth Landefeld, MD
Professor and Chair
Department of Medicine
Spencer Chair in Medical Science Leadership

Date revised:

Chairman's Office, Department of Medicine
Boshell Diabetes Building, Suite 420
1808 7th Avenue South
(205) 934-7700
Fax (205) 934-1477
<http://info.dom.uab.edu/>

The University of Alabama at Birmingham
Department of Medicine
Mailing Address:
BDB 420
1530 3RD AVENUE S
BIRMINGHAM, AL 35294-0012