



R. Ken Coit College of Pharmacy Faculty Time Away from Work Policy

All faculty must complete an Employee Absence Form for any planned time off including vacation, sick, jury duty, unpaid time off, or business travel of 8 hours or more.

- The form ([EmployeeAbsenceForm](#)) must be approved by your supervisor and forwarded to:
 - Pharmacy Administration: Drachman Business Office room B309 or email to nherfurth@arizona.edu
 - Pharmacology & Toxicology/Center for Toxicology: Skaggs Business Office room 345 or email to Stephanie Schaller lschaller@arizona.edu
 - Pharmacy Practice & Science/HOPE Center: Drachman Hall room B211E or email to Sonya Flores-Basurto sfloresb@arizona.edu
 - Phoenix: Building 3, Room 02-3250A or email to Manny Martinez manualmartinez@arizona.edu
 - Poison Center: uses central calendar process
 - Supervisors are responsible for ensuring their employee's timesheets correctly reflect the time worked and time off and for approving timesheets by the timesheet deadline.
 - Once approved and logged by the department, all forms are sent to the Drachman Hall Business Office, Room B309 or email to Natalie Herfurth nherfurth@arizona.edu. The business office will verify the employee correctly recorded the time on their timesheet.
- For Business Travel: the information on the Employee Absence Form will be used to create a Travel Authorization which is required to be filed prior to any business trip.
- Faculty also must record time off on the timesheet. The Employee Absence Form does not replace the timesheet; the absence form is a communication tool to request time off from your supervisor. The timesheet is the official university record for time reporting.
- For medical or parental leave, contact leaves@arizona.edu
 - Note: if you know you will be off for more than 3 days for medical leave for yourself or a family member, you are required to complete the FML paperwork.
 - If your medical time off is not planned (for emergencies) please let your supervisor and Leaves department know as soon as you are able.