

Out of Office Requests for Department of Family Medicine Staff

Time off requests for staff should be submitted and approved prior to the requested day off. If sick day request is submitted on same day of absence, the below process should be completed prior to the work day's start time.

Time Off Requests – request should be submitted anytime there is a 4 hour or longer absence from work.

- Send the request via your Outlook Calendar.
 - Select “new meeting”
 - In To: line type iufammed@iu.edu
 - You may copy your functional supervisor in the CC: line
 - In body of calendar request add details for your supervisor if needed
 - In the subject line type: Your Name – type of leave. Example: Jane Doe – PTO
 - Types of Leave:
 - PTO (vacation/personal)
 - Sick
 - Work Travel*
 - Comp
 - Jury Duty
 - Leave location blank
 - Add dates/times you will be out of the office in the meeting start and end time boxes
 - If all day, you may select all day event
 - Program Coordinator will send back final approval via MedHub and a revised schedule via email.
 - Click “Send”
- Until IUFAMMED has reviewed & approved, the time off request will display as “tentative” meeting
- Once the request has been approved by your supervisor, the time off request will display as “accepted” meeting

***Work travel/conference requests** – attach a completed [Travel Authorization](#) form (located on the new intranet site) when submitted time off requests for work travel/conferences.

- Travel Authorization (TA) form needs to be submitted (and approved) prior to trip in order to be reimbursed
- Acceptance of time off in the calendar does not guarantee travel reimbursement. Until you have an approved and endorsed TA form from the Department, reimbursement is not guaranteed. You will receive the completed travel form back from the department via email from Financial Support Specialist.
- Approval response time should be no longer than 2 work days.
- New intranet site: https://iu.edu/~fmclerk/intranet/DFM_Intranet_Home.html

Updating a Time Off Request - Make changes in your calendar invite(s) and click “send update.”

Canceling a Time Off Request – Add content to the body of the calendar request (if desired). Click ‘cancel meeting’ then click “send cancelation” to remove time off request from calendar.

If you would like to be aware of staff who are out on certain dates (similar to the Away calendar in prior formats), you will need to **add IUFAMMED to your Shared Calendars**.

- Right click on “Shared Calendars” and select “add calendar”
- Select “from address book”
- In search box, type “iufammed”
- Click on “calendar ->” and select “ok”