

Out of Office Requests for Department of Family Medicine Faculty

All Family Medicine Faculty receive 22 paid time off (PTO) days. PTO requests should be submitted prior to taking days off. The department's administration staff will track these days.

Vacation requests for Non-residency Clinical Faculty and Non-clinical Faculty* - send email to iufammed@iu.edu. Within email please include the following:

- Faculty name
- Date/time out
- Date/time return
- Total number days away

*Baldea, Ballard, Cullen, Dawson, Espinal, Gebke, Grannis, Henry, Holley, Kons, Maxey, Patterson, Renshaw, Rhyant, Taylor, Venis and Zahn.

Vacation requests for Residency Clinical/Precepting Faculty/Providers** - submit time off requests via MedRez. All clinic approvals by Dr. Nonweiler/Jackie Turner.

**Delbridge, Fryman, Hernandez, Lobo, McMillan, Nonweiler, Sevilla, Sneed, Summanwar, Willis, Wilson, Wong, Behavioral Health Intern, and IU Methodist Family Medicine Residents.

Work travel/conference requests – send email to iufammed@iu.edu with the completed [Travel Authorization](#) form (located on the new intranet site)

- Travel Authorization form needs to be submitted (and approved) prior to trip in order to be reimbursed
- Approval response time should be no longer than 2 work days.
- New intranet site: https://iu.edu/~fmclerk/intranet/DFM_Intranet_Home.html

Note: IU Arnett Family Medicine Residency Faculty & Residents will have an internal process for time off requests. Work travel/conference requests should follow the Department format above if traveling with IU funds.

Consulting requests – send email to iufammed@iu.edu. Within the email please include the following:

- Faculty name
- Date/time out
- Date/time return
- Total number days away
- Name and location of consulting event
- Reason for consulting

Faculty working outside of work time, not going through IU, is defined as consulting time. You will want to ensure you are working within the guidelines of IU policy HR-07-30, Conflicts of Commitment. IU policy ACA-35 – [Outside Activities and Extra Compensation for Academic Appointees](#) states, “The total amount of time devoted to outside work by an individual faculty member shall not exceed an average of one day per week during the period on the payroll.” This calculates to 52 days per year that a faculty member is allotted to spend consulting.