

TIME AWAY REPORTING

Please submit this form before each trip that will take you off campus for a day or more.

How To Count Days Away: In addition to asking you to report your first day away and your return-to-work date, the form also asks for a count of days away. Please count as follows:

Count only weekdays away for the following types of activities:

- Unpaid academic activities
- One-time lecture paid directly by another academic institution
- Scientific proposal review/study section paid by not-for-profit or government
- Vacation and free days

Count both weekday AND weekend days for all other paid activities, e.g., consulting, advisory board service, lectures, medico-legal consulting.

Include travel time in your count only if the travel is during the normal work week

Examples:

Dr. Smith is invited to give a lecture at Stanford and receives an honorarium:

- She reports her first day away as Thursday, 7/7 and her return to work day as Tuesday, 7/13
- Her “days away” count is 3 (Thursday, Friday, Monday); she does not have to count the weekend since she is paid directly by Stanford to give a lecture, but she must count her weekday travel to and from California.

Dr. Jones is a paid scientific advisor to the Acme Company in California:

- He reports his first day away as Thursday, 7/7 and his return to work day as Tuesday, 7/12
- His “days away” count is 5 (Thursday, Friday, Saturday, Sunday, Monday); because he is paid by industry, Dr. Jones must count both weekday and weekend work time, plus weekday travel time to and from Florida.

Dr. Jones is a paid scientific advisor to the Acme Company in California:

- He reports his first day away as Thursday, 7/7 and his return to work day as Monday, 7/11.
- His “days away” count is 3 (Thursday, Friday, Saturday); this includes: a) travel on Thursday; b) work for Acme on Friday and Saturday. He does not have to count his travel home on Sunday.

The Policy on Relationships with Outside Entities is posted at

<http://www.mssm.edu/about-us/services-and-resources/faculty-resources/handbooks-and-policies/faculty-handbook/faculty/full-time-faculty>> <http://www.mssm.edu/about-us/services-and-resources/faculty-resources/handbooks-and-policies/faculty-handbook/faculty/full-time-faculty>

Please send your forms to your Fund Admin



NEUROSCIENCE DEPARTMENT
PLANNED ABSENCE FROM MEDICAL CENTER

Name:

First Day Away:

Return to Work Date:

Who in your department or institute will act on your behalf while you are away?

Name:

Phone:

Reason for Absence

I. Academic Activity Related to My Work at Mount Sinai *(If you receive compensation, report the activity in this section only if it is either: a) a one-time lecture paid directly by an academic institution; or b) a study section or scientific proposal review for the government or a not-for-profit entity. Other paid activities should be reported in Section II.)*

	Paid?	Name of Organization	Location
Lecture at another school/hospital			
Lecture at a professional conference			
Attend professional conference			
NIH Study section			
Other (describe)			

of Weekdays Away _____

II. Paid by Industry or Foundations*

	Name of Corporation/Organization	Location
Consulting		
Advisory Board		
Lecture		
Expert Witness/Medico-legal		
Other (describe)		

of Weekdays/ AND Weekend Days Away _____

*These activities are addressed in the Policy on Financial Relationships with Outside Entities <http://www.mssm.edu/about-us/services-and-resources/faculty-resources/handbooks-and-policies/faculty-handbook/faculty/full-time-faculty>, Section E.

III. Vacation/Free Days

of Weekdays Away _____

Questions? Contact your Fund Admin
Please email this form to your Fund Admin