

Application for Academic Leave

Administrative/professional leave is defined as faculty leave which enhances the mission of the College of Medicine, or provides faculty development as it relates to the mission of teaching, research or clinical practice. Administrative/professional leave will be granted provided such leave does not interfere with the academic and educational commitments of the faculty member and that clinical coverage, when applicable, is assured. Faculty may be granted up to 20 business days of leave for travel related to professional activities. Exceptions for professional activities of regional and national importance may be granted by the chair or dean, as appropriate, with prior written consent.

Employee's Name (Print): _____ Employee's UFID: _____
Date of Absence: Beginning: _____ Ending: _____ Total Hours: _____

Select One:

- Meeting with State or Federal Government
- Granting Agency Study Section
- Academic Meeting or Conference
- Medical School/Hospital Grand Rounds, or Non-Profit Academic Conference or Seminar
- Other Meeting

Title and Location _____

Has any outside compensation been earned for this leave? Yes No

If **yes**, please select one of the following and refer to the paragraph below.

- Study Section Medical School/Hospital Grand Rounds Academic Activity for Non-Profit
- Paid Expert Witness (*Not eligible for Academic Leave*) For-Profit Entity (*Not eligible for Academic Leave*)

If approved in advance by the Chairman, a faculty member may be involved in outside activities which provide compensation to the employee. Academic leave cannot be used for service as a paid expert witness or for activities generating any other outside compensation from a for-profit entity. If you are offered an honorarium from a non-profit entity (beyond travel reimbursement) there is an option to direct those funds to the RadOnc Department Foundation Account using the attached instructions. If you plan to keep the honorarium, then for those outside activities that occur during the typical work schedule of Monday-Friday, 8:00AM-5:00PM, annual leave must be used for all hours missed.

Faculty Signature: _____ Date: _____

Department Chair Signature: _____ Date: _____

Honorarium Payments from Non-Profits

Honorarium payments can be made payable to the University of Florida Advancement. Please note that payment should be designated to the Radiation Therapy Fund (Fund 000601). Checks can be mailed to:

UF Department of Radiation Oncology
University of Florida Advancement
Attention: Ebony Walker
PO Box 100385
Gainesville, FL 32610

A charitable gift receipt will be mailed to each donor. If you have any questions, please do not hesitate to reach out to Carré Mitchell, Senior Director of Development, at csaunders@ufl.edu or 352-273-9080.