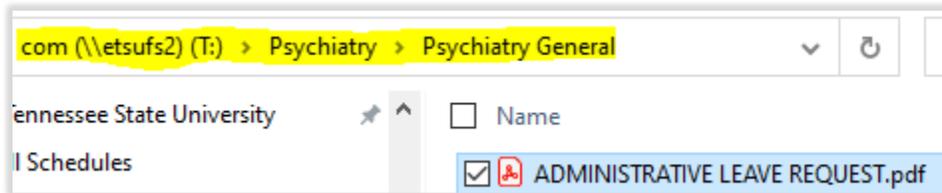


To fill out the Administrative Leave form:

Open the ADMINISTRATIVE LEAVE REQUEST.pdf form from your email, the T:Psychiatry/Psychiatry General, or the website.

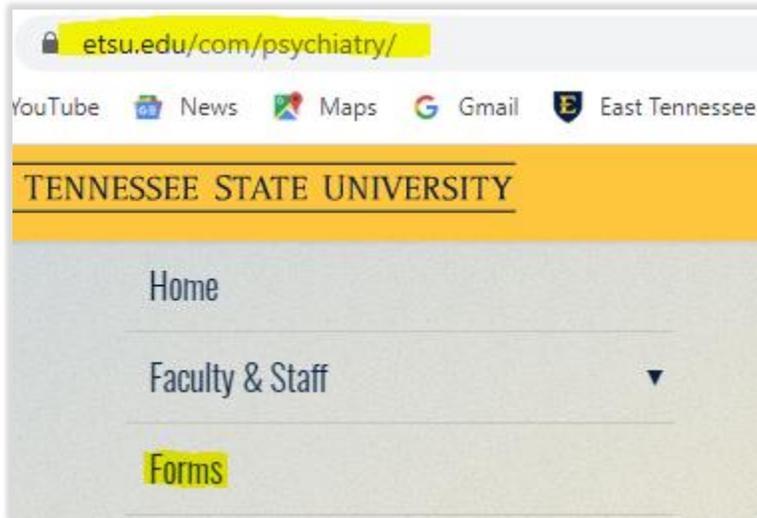
1) Email or T:Psychiatry/Psychiatry General:



If you usually use Adobe Pro, it should open in it. I have calendar and signature lines set up to help when using Adobe.

- a) Fill out Name, Date of request, Dates of Allowable Activity (not including travel time), Actual Date/Time (including am/pm) of Leaving and Returning (includes travel time), Date/Time Returning to Work, and how many actual days of the Activity is considered Administrative Days. ETSU allows one day (two for international) of travel before and after certain allowable activities. If there are any questions, please contact Angela Dixon, Information Research Tech; Candace Short, Chair Coordinator, or Kristin France, Business Manager.
- b) Enter the Destination and short summary for the Purpose.
- c) If the Provider on the Call Schedule will be covering the University Call Coverage, simply put "Doc on call" in the space. However, if another Provider will be handling your patients, enter his/her name and send the form to them for Signature. (See #3 below for signing instructions). Once the covering physician signs and saves as a ".pdf", it should be emailed back to the Physician requesting Administrative Leave.
- d) If the Provider on the Call Schedule will be covering the University Call Coverage, simply put "Doc on call" in the space. However, if a different Provider will be covering the Resident Clinic Coverage, enter his/her name and send the form to them for Signature. (See #3 below for signing instructions) Once the covering physician signs and saves as a ".pdf", it should be emailed back to the Physician requesting Administrative Leave.
- e) If there are other stipulations or concerns, like more coverage by other Providers, enter the information in the Additional Comments or Coverage.
- f) Check the box if traveling by Air or Car.
- g) If there is no cost involved but you are participating in an activity as an ETSU employee, check the Insurance Only box. This makes sure if anything happened that you are covered under ETSU policy.
- h) The Expenses paid by will be verified with the Business Manager and filled in by the Chair.
- i) Once all signatures are obtained, Dr. Musil when approved.

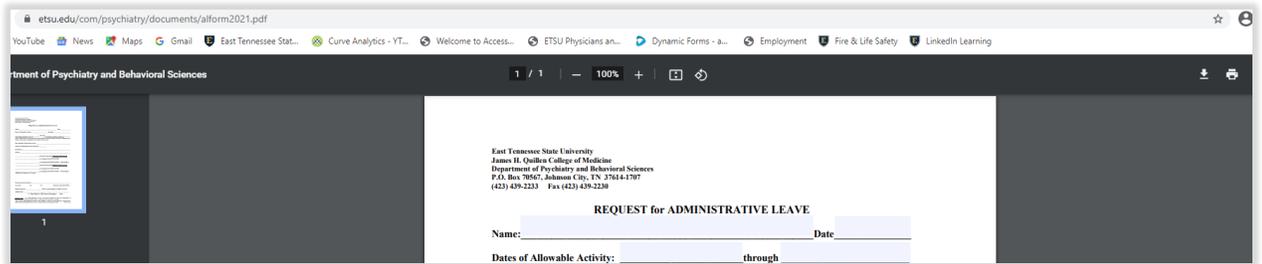
2) Website:



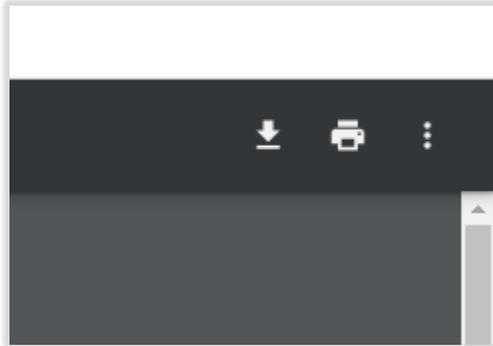
Select "Forms" on our web page. You will see this:



When you select the form you need, it will open it up in another browser:

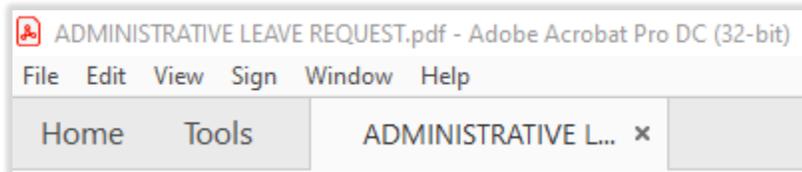


Select the Download button (down arrow) if you aren't going to print and complete.



You will have to save the form on your computer. If you are prompted to choose a program to open it, choose Adobe Pro if you have it. If you open using Adobe Pro, all of the formatting is set up like it is in the T: drive. Follow the instructions in #1 above to fill it out.

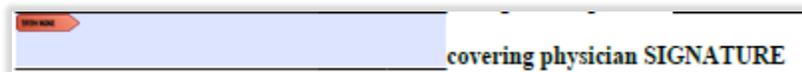
3) Signature Instructions for Adobe Pro if another Physician, besides “Doc on Call” is covering University Call Coverage or Resident Clinic Coverage:



Complete the form with as much information as possible. Be sure it is saved as a “.pdf” file and emailed to the covering physician.

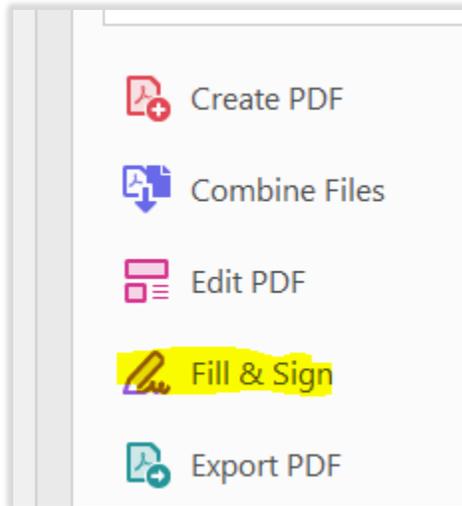
a) Digital Signature:

- 1) If the covering Physician selects the red signature tab on the appropriate line, he/she will be prompted to set up a digital signature (if it has not been set up in the past).

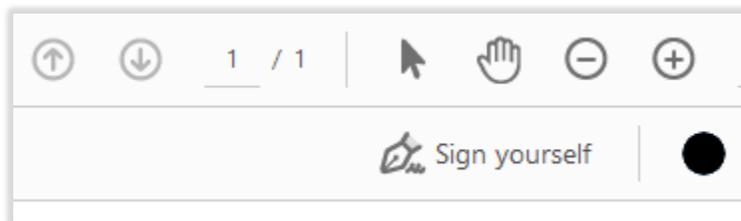


b) Fill & Sign Signature:

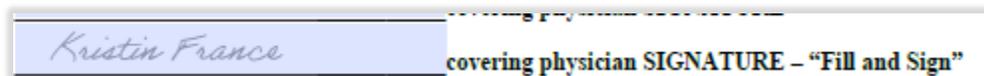
- 1) If the covering Physician selects the “Fill and Sign” line, they must select “Fill & Sign” on the right:



A “Sign yourself” prompt will show at the top:



You set up a signature by using the fonts available. You can also set up initials. When you choose “Sign yourself”, you select the signature and drag it to the appropriate line. If you are covering for both Coverages, select your signature and drag to the appropriate line again.



Save the form as a “.pdf”. Email it back to the Physician requesting Administrative Leave.