

 <b>Environment, Health &amp; Safety Office</b> <b>Administrative Procedures</b>	<b>Procedure #:</b> EHS-03-012.5
	<b>Date Issued:</b> 11/10/03
	<b>Date Revised:</b> 10/18/10 <span style="float: right;"><b>Revision No. 3</b></span>
<b>TITLE:</b> <b>Excused Absence Policy</b>	<b>Approved:</b>  <b>Title:</b> <i>Louis DiBerardinis</i> <hr/> Director, EHS
<b>SOP Author:</b> Lou DiBerardinis	

Each Administrative Staff is allowed **5 days** to attend professional conferences, meetings or courses, towards professional EHS related certification maintenance as the budget and workload permits. Other Excused Absences for activities such as related professional committees, courses or maintenance of licenses must receive prior (*preferably at least 1 month in advance*) approval from the Associate Director or Deputy Director and/or the EHS Director. These are not counted towards the 5 days.

Approved excused absence days must be reported to the Personnel Administrator (Nadia Morrison) in advance and recorded on the Attendance Board and database. Must complete the appropriate EHS office “Seminar/Conference Attendance & Travel” request form as well as the “Request for Approval for Time Away from Office” form and obtain approval in advance.

Travelers are required to submit an expense report via the MIT Online Expense Reporting System (where adopted) or via the paper Travel Expense Voucher within 30 days after the completion of a trip.

**For additional information, see MIT Travel Policies & Procedures: 5.0 “Post Trip: Expense Reporting”**  
[http://vpf.mit.edu/site/travel/policies\\_procedures/mit\\_policies\\_procedures/mit\\_travel\\_policy2/5\\_0\\_post\\_trip\\_expense\\_reporting](http://vpf.mit.edu/site/travel/policies_procedures/mit_policies_procedures/mit_travel_policy2/5_0_post_trip_expense_reporting)

**Note:** Attendance at courses, seminars, or meetings at MIT facilities is not considered EA but still must be noted on the Attendance Board and database and must still have the approval of the relevant supervisor.