



Business Leave Procedures

College of Veterinary Medicine – Revised May 2012

The time away from the college for purposes of activities related or unrelated to your position is known as Business Leave. Faculty and staff are required to submit documentation for activities which take them off-site from campus.

Business Leave requests fall into two categories:

- **External Activities** which includes the following compensated/uncompensated activities:
 - All **external consultation** conducted by regular faculty (including off semesters/quarters or blocks)
 - All **veterinary practice** (as defined by State Code; see the College Conflict of Commitment and Interest policy)
 - All **CE and Outreach** conducted by regular faculty (including off semesters/quarters or blocks)
 - **FOR STAFF ONLY:** All external compensated/uncompensated consulting/presenting activities

- **Business Activities**- these activities involve your normal course of work that occurs off-site. For example: attending a seminar downtown; attending (not presenting) at a conference as part of your work that occurs out of town or off-campus, presenting locally but not for additional compensation, attending meetings off-campus. etc

DOCUMENTING EXTERNAL ACTIVITIES

Faculty External Activities

Faculty who are participating in external activities involving consultation, veterinary practice, or CE/Outreach, must complete the following two forms:

- ☑ **Faculty External Activities form** – this form is an editable .pdf form that is completed first by the faculty member, saved to their computer, then routed via email attachment to their Service Head (if applicable) and/or Department Chair for approval and finally attached to an electronic Business Leave Request in the eLeave system. Approvals are done via acknowledgment on the form through e-mail exchange. ***This form no longer has to be forwarded to the Dean for signature.*** This form replaces the following:
 - External Continuing Education (CE) & Outreach Approval Form
 - Veterinary Practice Approval Form
 - External Consultation Approval Form

- eLeave Business Leave Request** – this form is completed in addition to the **Faculty External Activities** form. Once submitted in eLeave/eTimesheet, it will route automatically to your supervisor as noted in the eLeave system. You access this form in the eLeave system under “Business Leave” from the menu bar.

Steps for submitting the Faculty External Activities form for approval.

1. Complete the **Faculty External Activities** Form and save it to your computer.
2. **Create an email message** to your section head and/or department chair and **attach the completed/saved form** from your computer.
3. **Send the email** to your service head and/or department chair based on your department’s procedures, and be sure to include the saved pdf version of the **Faculty External Activities** as an attachment.
4. The section head and/or department chair will review the request upon receipt of the email and then send the form back to you, as an email attachment.
5. You should **save the approved Faculty External Activities** form to your computer.
6. Submit the approved form to your supervisor via eLeave.

Staff External Activities

Staff members who participate in external activities should continue to complete the Staff Extramural Activity Form located on the Office of Human Resources website at <http://www.ohr.ohio-state.edu/forms/staffextact.pdf>. Staff should complete the form, save a copy to their computer, and then submit it to their supervisor as an eLeave Business Leave request attachment.

SUBMITTING AN eLEAVE BUSINESS LEAVE REQUEST

1. **Login to the eLeave** system using your OSU ID and password.
2. From the menu, click on the **Business Leave tab**.
3. On the University Business Leave Home page, **click on the “New” button**. This will bring up a new screen with a blank request.
4. Enter your **employee ID number, phone, and email information**.

University Business Leave

Status Created, Not Submitted

Employee Information

* Employee	Employee ID	Name (Last,First)
	<input type="text"/>	<input type="text"/> <small>Please Enter or Lookup ID Lookup</small>
Classification		
Phone	<input type="text"/>	
Email	<input type="text"/>	

5. Enter the **Business Purpose** – this is a required brief description of your activity.

6. Enter the **“From Date/Time”** and **“To Date/Time”** and the **Destination(s)**.

7. Enter **“Additional Information”** if necessary.

8. Enter **“Contact”** information – this is required for faculty with clinical duties at the time of their absence.

9. Add the **Faculty External Activities .pdf** form that is saved on your computer to the **Attachments** area. Click on the “Add” button and find the file on your computer. Click the “Open” button when ready.

10. When prompted, enter **“External Activity”** in the **Description** field.

File Name	Description	Action
Winner.doc	External Activity	Delete Attachment

11. **Take action** – select “Save for Later” to save a copy without submitting; select “Submit” to submit the request for approval; or select “Cancel” to cancel the action.