

BII Time Away Guidelines

Please review the guidelines outlined below. All efforts will be made to accommodate your requests. Submit your requests as early as possible for the best chance of having your request approved.

Please submit ALL requests for the first 6 months by June 1st. Please note which requests are highest priority for you.

Please submit ALL meeting requests for the year in by June 1st. Please include all presentations or society commitments with your request.

Please have all requests for the last six months in by September 14th.

You may email your list of time off requests (RTOs) to Veronica Ramirez up until July 1st and she will enter the RTOs upon approval. It will be the responsibility of the requesting faculty member to submit all RTOs on line after July 1st

If you have important family events (weddings, graduation, etc), please submit your requests ASAP. Many of these event dates are known well in advance. Do not wait until the last minute.

All unused time (vacation, CME, academic, comp, etc.) will be forfeited at the end of the academic year. Only sick leave can be rolled over to the next academic year.

High Demand Periods (HDP)

Holidays: Requests for the entire week containing the holiday will get precedent over requests for partial weeks or individual days. The holidays for 2012-2013 are:

- Fourth of July, Wednesday, July 4th
- Labor Day – Monday, Sept 3rd
- Thanksgiving – Thursday and Friday, Nov 22-23rd
- Christmas – Tuesday Dec. 25th
- New Years – Tuesday Jan. 1st
- Martin Luther King Day – Monday, January 21, 2013
- President's Day – Monday, Feb 18, 2013
- Memorial Day – Monday, May 27, 2013

Please note: Columbus Day (10/08/2012), is not department holiday; do not assume that you will be unassigned these days.

If there are too many requests for a given week/day, priority will be given:

1. "first come, first served" if the RTO is submitted is less than 6 months before the date requested or after September 14, 2012
2. By a rotating priority list, if the RTO is submitted more than 6 months in advance and before September 14, 2012.
 - a. Initial priority list was created by seniority
 - b. After priority is given to the faculty member at the top of the list, the faculty member will be moved to the bottom of the list, allowing fair distribution of high demand time
 - c. As faculty members are hired, they will be added to the bottom of the list
 - d. Appeals may be made to Division and Section Chiefs

National and International Meetings: Because annual meeting dates are known over one year before the event, please submit your requests ASAP. Requests will be considered based on level of involvement (see below). If the request is for CME, without a presentation or Society administrative responsibilities the request submitted earliest will be considered first.

- ASER – 09/12-15/2012
- SRU – 10/26-28/2012
- RSNA – 11/25-30/2012
- SCMR – 01/31-02/03/2013
- SGR and SUR – 02/24-03/01/2013
- STR – 06/08-11/2013
- SCBT/MR – 10/6-10/2012
- AIUM – 04/06-09/2013
- AUR – 04/09-12/2013
- SCCT- 07/19-22/2012
- ISMRM – 04/20-26/2013
- ARRS – 04/14-19/2013

Meeting Priority will be determined as below:

1. Society Award recipient, Special Presentations (e.g. Named Lecture)
2. Society Executive Board
3. Invited Presentations (e.g. Categorical Course, CME Lecture)
4. Major Society Committee Chair
5. Major Scientific Paper Presentation (Main Scientific Session)
6. Major Society Committee member
7. Other presentations – Educational, posters, exhibits, short paper presentation, etc.

Any questions? Contact Veronica Ramirez for clarification