OFFICE OF PHARMACEUTICAL SCIENCE

CDER Office of Pharmaceutical Science Immediate Office Calendar

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PURPOSE

- This MAPP describes policies and procedures governing the CDER Office of Pharmaceutical Science (OPS) Immediate Office (IO) Calendar, which will be used as a planning tool by OPS IO management.

BACKGROUND

- The CDER OPS IO Calendar is a Microsoft Outlook scheduled resource.

DEFINITIONS

- **CDER OPS IO Calendar:** A separate file on the Microsoft Outlook Calendar that provides a collective view of staff absences from the OPS IO on a given day.

- **Out of building for the day:** Any time a staff member expects to be out of the OPS IO office building for 8 or more hours during a specific day. This includes all types of leave, flexiplace days, all types of travel (including the actual travel days), all types of training, and other work off site.

- **OPS IO employee:** Any employee who works in the OPS IO or reports directly to the Director, OPS, and is not considered a reviewer or team leader of a review organization.

POLICY

- Any time an OPS IO employee expects to be out of the building for the day, he or she (or designee) will make a notation on the CDER OPS IO Calendar.

RESPONSIBILITIES

- Employees will:

    Note on the CDER OPS IO Calendar any time they will be out of the building for a day.

- Designees will:

    Upon receipt of a request to act for an OPS IO employee, note the name, date, and reason for the absence on the CDER OPS IO Calendar.

PROCEDURES

- OPS IO employees will make a notation on the CDER OPS IO Calendar as soon as possible when they know that they expect to be out of the building for a day.

    1. Calendar entries should be noted on the next available time slot, beginning no earlier than 8:00 a.m.

    2. Calendar entries should contain the OPS IO employee's name in the "Subject" field and a brief explanation of the absence. Please use one of the following examples:
        a.   On leave
        b.   On travel to (meeting name, city, and country - if outside the U.S.)
        c.   On local travel to (meeting name, and building/hotel)
        d.   Working off site at (location: home, lab, etc.)

    3. Calendar entries should be set for 0 minutes. This is done by clicking on the "End time" field and selecting "0 minutes."

    4. Calendar entries should not be set for reminders.

- If an OPS IO employee calls in requesting sick leave or other nonscheduled leave, the person who receives the call (or designee) will make the notation on the CDER OPS IO Calendar.

EFFECTIVE DATE

        This MAPP is effective upon date of publication.