



Title: Senior Investigator Sabbatical or Leave of Absence from an Authorized Radiation Safety Operation			
EH&S – 6-4	Original: 7/05	Revision date: 6/22/11	Pages 2

PURPOSE: To establish the proper procedures for Radiation Authorized Senior Investigators to follow, who are going on a Sabbatical or taking a leave of absence. This policy will detail the notification procedure involved in leaving behind an active radiation control area.

SCOPE: Hospital wide.

DEFINITIONS:

Senior Investigator: Senior Investigator who is fully licensed to work with radioactive material on campus.

PROCEDURES:

I. General

As with other individuals of any large University, sabbaticals and leaves of absence are common occurrences for Senior Investigators. With the absence of the Senior Investigator, communication between the radioactive materials laboratory and Radiation Protection Services is in jeopardy. Minor daily problems involving radiation protection can remain unattended until they collectively create a situation of major proportion.

At this stage, Radiation Protection Services is left little choice but to suspend radioisotope work in the laboratory. This action interrupts important research, delays academic pursuits, and frustrates everyone involved. Such situations are easily avoided when the Senior Investigator notifies Radiation Protection Services of his/her intended leave and appoints a mutually agreed substitute supervisor to be responsible for his/her laboratory during his/her absence.

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II. Responsibility of Senior Investigators Concerning Sabbatical or Leave of Absence

1. Senior Investigators will notify the Radiation Safety Division in writing of intended absences from the University of greater than two weeks duration.
2. During such absence, the Senior Investigator will appoint a designated supervisor mutually agreeable to himself and Radiation Protection Services.
3. In many past instances, knowledge of where the Senior Investigator can be contacted during his/her absence has proven extremely helpful. Therefore, Radiation Protection Services encourages Senior Investigators to voluntarily make such information available.

INQUIRIES/REQUESTS:

Environmental Health and Safety
L1-059 HSC
Zip 8017
Main Office: 444-6783
FAX: 444-6845

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