

Faculty Absence Notification Form

I, _____, was/will be absent from the University from _____ to _____.

Disposition of Classes (check one):

- Arrangements have been/were made for some/all classes to be met.
- No arrangements have been/were made for classes to be met.
- No classes were/will be missed.

Type of Absence (check one):

- Sick Leave
- Personal Leave
- University/Professional Business

Reason for University/Professional Business (if applicable): _____

Date: _____ Faculty Signature: _____

Note: In order for leave due to University/Professional Business to not count against personal leave, the leave must be approved by both the Department Chair and VPAA.

Department Chair (check one):

- I approve of the leave for University/Professional Business.
- I do not approve of the leave for University/Professional Business.

Reason for disapproval: _____

Date: _____ Signature: _____

VPAA (check one):

- I approve of the leave for University/Professional Business.
- I do not approve of the leave for University/Professional Business.

Reason for disapproval: _____

Date: _____ Signature: _____

Note: In the case of sick leave, this form is filed with Department Chair only. In the case of personal leave or leave due to Professional/University business, the form is filed with both the Department Chair and the VPAA.