

## SUGGESTED TEMPLATE FOR DEPARTMENTAL USE

### Acknowledgment of Faculty Sick Leave Reporting, 2026-27

As a faculty member, I realize that Sick Leave is an employee benefit and that it is my responsibility to report any academic year absences due to personal or family illness or for other health-related reasons. I agree to report Sick Leave as it occurs on the MTSU Pipeline website. If in any given month I do not open my leave report by the fourth day of the following month, it is because I certify that I am not claiming any sick leave for that particular month.

This certification is for the 2026-27 academic year and is to be filed in the academic department.

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Printed Name of Faculty Member

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Signature of Faculty Member

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Department Chair

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Date