

SUGGESTED TEMPLATE FOR DEPARTMENTAL USE

REQUEST FOR FACULTY ABSENCE

Must be submitted at least one week prior to **planned** absence, e.g., surgery, professional travel, etc.
Unplanned sick leave should be reported as soon as possible after you return to work.*



Instructor _____ Semester _____ Year _____

Department _____

Reason for absence (check one): sick ☐ * professional ☐

Name/type of professional activity: _____

How many additional days do you anticipate being absent through the conclusion of the semester for professional activities? _____

Scheduled Class(es) Missed (course name)	Time	Date	Provisions made for meeting class(es)
Office Hours Missed	Time	Date	

Approved _____

Department Chair

Date

*Arrangements to cover a class, either by the faculty member or the institution, do not mitigate the fact that the faculty member was away from his/her work assignment and sick leave should be charged accordingly ([University Policy 825](#)). Each faculty member is responsible for reporting sick leave on the HR Web-time Entry System each month.