
Today's Date
Leave Requested must be
Submitted 7 days prior to leave

SHORT TERM LEAVE REQUEST

(For Leave with Pay for Professional Reason for fewer than 7 calendar days. Leaves for a longer period must be approved by the Dean and require 45 days advance notice.)

NAME: _____

DATE(S) OF ABSENCE: _____

CLASS(ES) MISSED: _____

HOW WILL CLASSES BE HANDLED IN YOUR ABSENCE? _____

DESTINATION: _____

PURPOSE OF LEAVE: _____

IF KNOWN, PHONE NUMBER OR PLACE OF LODGING WHERE YOU CAN BE
REACHED IN AN EMERGENCY: _____

OTHER PLANNED LEAVES THIS QUARTER _____

APPROVED _____

NOT APPROVED _____

CHAIR

DATE