

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.

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Type of Absence (check one):

- Sick Leave
- Personal Leave
- University/Professional Business

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Reason for University/Professional Business (if applicable): \_\_\_\_\_

\_\_\_\_\_

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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 filled with both the Department Chair and the VPAA.