



FACULTY LEAVE REQUEST

Faculty members must complete this FACULTY LEAVE REQUEST when intending to miss class or be absent from other duties for reasons such as medical care (other than unforeseen illness), professional meeting attendance, or compelling personal reasons. This request must be submitted at least one week in advance so that the responsibilities such as teaching classes can be transferred to an appropriate faculty replacement. Faculty absence must be approved by the department chair. Department chair absence must be approved by the college dean. If the purpose of the absence is travel for which the faculty member seeks reimbursement, he/she must obtain prior approval through the CONCUR travel system in addition to completing the FACULTY LEAVE REQUEST. The FACULTY LEAVE REQUEST does not authorize the use of travel funds. If the intended travel is foreign (outside of the USA), the faculty member must also complete the REQUEST FOR FOREIGN TRAVEL form.

Name: _____ Department: _____
Title: _____
Email: _____ Phone: _____

I request permission to be absent from work for the following reason(s):

If the reason is professional travel, indicate whether the travel is domestic or foreign, and the specific destination and purpose of the travel.

- Domestic (USA only) Foreign (all other destinations)

Destination:

Purpose of Travel:

I will miss the following classes and have arranged for them as indicated:

Class Section	Hour	Dates Involved	How Arranged

Signatures & Approval:

Faculty Member: _____ Date: _____

Department Chair
Or Dean: _____ Date: _____