

REQUEST FOR APPROVAL OF ABSENCE FROM CAMPUS DUTY

(To be used for absences which Dean or Administrative Officer
is authorized to approve)

<p>_____ Death in Family _____ Personal Reasons</p> <p>_____ Illness _____ Terminal Vacation</p> <p>_____ Illness in Family _____ Vacation</p> <p>_____ Jury Duty _____ Other</p> <p>_____ Outside Activity</p> <hr/> <p>_____ Without Pay _____ With Pay</p>	<p>Name _____</p> <p>Rank or Title _____</p> <p>Department or Office _____</p> <p>Date University employment began _____</p> <p>Number of days of absence included in this request _____</p>
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Approval is requested for absence from campus duty for the period from _____ through _____
Month Day Year
 _____ for the reason indicated above. (Further reason for absence can be given
Month Day Year
 here, if explanation is required.)

<p>Prepare in number of copies required by Dean or Administrative Officer and trasmsit through regular channels to Dean or Administrative Officer.</p>	<p>Approval requested _____ <small style="margin-left: 100px;">Individual Staff Member Date</small></p> <p>Approval recommended _____ <small style="margin-left: 100px;">Head of Department Date</small></p> <p>Approved _____ <small style="margin-left: 100px;">Dean or Administrative Officer Date</small></p>
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Policies regarding absence from University duty are set forth in Executive Memoranda Numbers B-11, B-17, B-19 and B-22 and in Business Manager and Assistant Treasurer Memorandum 71 (for clerical and service staff) and succeeding documents.