

ABSENCE REPORT FORM ART DEPARTMENT

This form will be used to report **sick or funeral leave** and to request **personal leave** and absences due to **professional or business related travel and jury duty** (or other court required services as permitted by the agreement).

In accordance with University Policy and Procedures **sick, personal, funeral and jury duty leave** will be reported to the Payroll Office. You will be provided a copy of the form(s) for your records.

Application for Travel Form should be completed and attached to this form. For reimbursement and university insurance purposes **Application for Travel forms** must be approved **prior** to requested professional or business related travel leave.

Name: _____

Type of Leave: ___ Sick ___ Personal ___ Professional Travel ___ Funeral ___ Jury Duty

Date(s) Absent: _____

Number of Days Taken: _____

If classes will be missed, describe the arrangements you have made:

Date	Course	Details on Class Projects, Etc. During Your Absence

Name of Substitute (if applicable): _____

Your Signature _____ Date _____