

School of Technology
Request for or Report of Absence from Duty

All faculty members in the School must complete this form each time an absence from duty occurs, including university-approved travel, whether or not courses will be missed.

Name: _____

Status: Faculty Unit A Faculty Unit B

Date(s): _____

(Do not report dates for more than any one month on a single form.)

Reason for Absence:

Type of Leave:

Travel—no leave to be charged (please attach this form to your travel application)

Accrued Leave (Administrator)

Sick Leave

Family Sick Leave

Personal Days—Unit A/B

Bereavement Leave

Court Required Service

Disposition of Classes (if classes are to be missed)*

Date	Time	Course	Details of Disposition

Signature

Date

Office use only:

Approved

Not Approved

Reasons:

Chair Signature & Date

Absence entered on SOT Absence Calendar

Copy of completed Absence from Duty form given to faculty/administrator requesting or reporting leave

Travel application attached (if applicable)