

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 _____