

**SUGGESTED TEMPLATE FOR DEPARTMENTAL USE**

**REQUEST FOR FACULTY ABSENCE**

Must be submitted at least one week prior to **planned** absence, e.g., surgery, professional travel, etc. Unplanned sick leave should be reported as soon as possible after you return to work.\*

Instructor \_\_\_\_\_\_\_\_ Semester \_\_\_ Year\_\_\_\_\_\_\_\_\_\_

Department \_\_\_\_\_\_\_\_\_\_ \_\_

Reason for absence (check one): sick [ ]  \* professional [ ]

Name/type of professional activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many additional days do you anticipate being absent through the conclusion of the semester for professional activities? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| Scheduled Class(es) Missed (course name) | Time | Date | Provisions made for meeting class(es) |
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|  |  |  |  |
|  |  |  |  |
| Office Hours Missed | Time | Date |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Department Chair Date

\*Arrangements to cover a class, either by the faculty member or the institution, do not mitigate the fact that the faculty member was away from his/her work assignment and sick leave should be charged accordingly ([University Policy 825](http://www.mtsu.edu/policies/personnel/825.php)). Each faculty member is responsible for reporting sick leave on the HR Web-time Entry System each month.

*Revised 6/12/2017*