Southeastern Louisiana University Department of Chemistry and Physics

Faculty Absence Form (Revised 12/1/2009)

All faculty who must be absent from assigned duties such as classes or office hours need to complete this form. This form must be submitted prior to submission of an electronic TA for travel to conferences, professional meetings, etc. This form will be necessary for approval of TA’s by the upper administration. If the absence is due to unforeseen circumstances such as illness, then you must complete this form within three (3) days of your return to work. If you were ill and wish to use sick leave, please provide supporting documentation from your physician, the emergency room, or the infirmary.

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| Faculty requesting absence: | | | | | | | | |
| Reason for absence: | | | | | | | | |
| Date(s) of absence: | | | | | | | | |
| Disposition of Responsibilities | | | | | | | | |
| Course and section no. | Day | Date | Start time | End time | Location | Activity/assignment | Substitute | Initial |
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Signed:

(signature of faculty member requesting permission to be absent)

Department head initial Approved: Disapproved:

Justification: