

Faculty and Professional Staff Personal Leave Notification Form

Faculty and professional staff receive four (4) days of personal absence each academic year. Each staff member must notify their supervisor in advance and make arrangements to have his/her duties covered in their absence.

DIRECTIONS: Use this form to communicate to your supervisor that you will be taking personal leave and that you have made arrangements with staff and students for your leave. In the event of a personal emergency, telephone your department supervisor and complete this form when you return.

NAME:	DEPARTMENT:
LEAVE DATE(S) REQUESTED	
INSTRUCTIONS GIVEN TO STAFF AND STAFF	<u>TUDENTS</u>
SIGNATURE OF STAFF MEMBER ************************************	DATE ************************************
Signature for notification purposes only.	
CHAIRPERSON/DIRECTOR	DATE
DEAN/VICE PRESIDENT	DATE
PRESIDENT (required for executive staff)	DATE
Copies to: Originator, Payroll, Supervisor, Division Dean	1