

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 STUDENTS

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