

# Absence from Campus Application Form

Department of Art and Design

Please submit to Chair two weeks in advance of absence.

Status: Faculty  
Contract Academic Staff

Division:

Date of Application:

Name:

Reason for Absence:

I will be away from:

To: (inclusive)

While I am away I can be reached:

By phone:

By Email:

During this period, my teaching responsibilities are:

I have made the following arrangements to cover my responsibilities during this absence:

Chair's Response: Approved  
Not Approved

Chair's Signature:

Date:

*Distribution: Original to Chair, Copy to Applicant, Copy to Division Coordinator.*