

Electrical Engineering Department
REQUEST FOR APPROVAL OF LEAVE OF ABSENCE FROM CAMPUS
For the Period of Less than or Up to Seven (7) Calendar Days

- This form needs to be approved and signed by the Department Chair or the designee at least three days prior to the leave.
- For an absence of more than seven (7) days, the Green form (UPAY 573) must be submitted for the Chair's and the Dean's approvals at least one week prior to the leave.

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SECTION 1: For All Travelers

Name: _____ Date: _____

Period of Absence: From _____ To _____

Destination: _____

Reason for Absence:

Attend and/or present at Professional Conference(s) or Meeting(s):

Date: _____ Place: _____ Title of Conference/Meeting _____

Other Business: (Explain) _____

 Illness Other Personal: _____

Type of Leave: With Full Salary Without Salary

Fund Support Requested: None Transportation Subsistence
 Cash advance (if applicable): \$_____

Budget(s) to be charged: Name _____ Acct. No. _____
Name _____ Acct. No. _____

SECTION 2: For Faculty and Professional Research only

Period affected by leave: Summer Quarter Service Period Sabbatical
 Quarter with no schedule teaching assignment

Disposition of work during Absence:

Course _____ Class meets _____ Substitute Instructor _____

Course _____ Class meets _____ Substitute Instructor _____

Assigned responsibilities: _____

SECTION 3: Signatures

Form prepared by: _____
(print name)

Applicant's Signature Date

P.I.'s or Fund Authority's Signature Date

Chair's Signature Date