

FACULTY AND ACADEMIC STAFF REQUEST TO BE ABSENT  
College of Letters and Science  
University of Wisconsin - Madison

RELEVANT UNIVERSITY POLICIES

**FUNDAMENTAL RESPONSIBILITIES**...No member of the faculty shall be absent from his/her classes or other regular duties at the University except by permission of the chancellor or appropriate dean. Faculty members shall avoid a concentration of class hours that is detrimental to effective teaching. *Faculty Policies and Procedures, Chapter 8.02*

**VACATION.** If you are an academic-year basis (9 month) staff member, whether full or part-time, you do not earn vacation and are expected to work during the appointment period except for days specifically listed as paid holidays. (Almost all faculty and instructional academic staff in L&S are on an academic-year basis. If you are an annual-basis employee, see the Benefits Booklet for details about accrued vacation time.) *UW - Madison Employee Benefits Booklet*

REQUEST TO BE ABSENT

(If you teach in more than one department or program, please submit request to each.)  
(Not necessary when not on University payroll)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Dates Absent: (from) \_\_\_\_\_ (to) \_\_\_\_\_

Department or Program: \_\_\_\_\_

Semester \_\_\_\_\_, Year \_\_\_\_\_

Classes to be missed (give dates): \_\_\_\_\_

Reason for absence (give city and state): \_\_\_\_\_

Plans to cover classes (It is not acceptable to cancel classes; it is generally not acceptable to reschedule undergraduate classes due to hardship on students; colleague coverage (faculty or instructional academic staff, but not graduate assistants) is the preferred method; give names)

Absence approved by department chair or program director:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE:** For academic year absences of more than two weeks, traveler should complete the reverse side and submit to department or program office at least three weeks prior to planned absence. The department chair should forward the signed request to Dean's Office, 102 South Hall, at least two weeks prior to planned absence. Otherwise, file at departmental level. Summer Session: Discuss all absences of teaching staff in advance with Asst. Dean Nancy Westphal-Johnson.

### Ancillary information

Percent time payrolled on instructional funds (current semester): \_\_\_\_\_

Percent time payrolled on other University-administered funds (current semester): \_\_\_\_\_

Teaching assignments:

Course Dept/Number	Scheduled Days	Scheduled Times

Dean's approval: \_\_\_\_\_

Date: \_\_\_\_\_

This form will be returned to the department for filing.