

**FACULTY AND ACADEMIC STAFF REQUEST TO BE ABSENT**  
**College of Letters & 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 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 appointed 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: \_\_\_\_\_

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

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

Date of departure \_\_\_\_\_ Date of Return \_\_\_\_\_

Classes to be missed (give dates)

Course Dept./Number	Scheduled Days	Scheduled Times

Reason for absence:

Destination: \_\_\_\_\_

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 105 South Hall, at least two weeks prior to the planned absence. Otherwise, file at the department level. Summer Session: Discuss all absences of teaching staff in advance with Associate Dean Nancy Westphal-Johnson.

**Ancillary Information**

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

Percent time pay rolled 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