

**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: \_\_\_\_\_

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, 105 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 Associate 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.