To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

EASTERN MENNONITE UNIVERSITY

Request for Special Campus Leave by Faculty

The Faculty/staff handbook states: Faculty who must consider an absence from class of more than a week should notify their respective academic dean (with copy to department chair/program director) at the beginning of the semester, in order to assure appropriateness of the absence and adequate coverage of classes.

Date and time of proposed absence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of trip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Personal \_\_\_\_\_ Professional \_\_\_\_

Please state here your plans for the classes which you will miss:

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\_\_\_\_ Campus leave approved

\_\_\_\_\_ Campus leave proposal discussed and amended (see attached memo)

\_\_\_\_\_ Campus leave not approved

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Dean’s signature