SHORT-TERM ABSENCE REQUEST FORM

(for absences of one week or less)

Absences of more than three days <u>up to one week</u> must be requested a minimum of one week in advance and require approval of the department chair and the dean.

Faculty holding full-time appointments who will be absent from the GSD for a period of up to three days, assuming the absence does not involve missing any class, studio, exam, review, or administrative assignment including faculty meetings, need only tell the assistant to the chair where the faculty member may be reached during the absence.
Absences longer than one week must be requested a minimum of six months in advance and require approval of the department chair and the dean. Note that absences longer than one week may be subject to a reduction in salary.
Part-time voting faculty members must follow their contractual agreements for teaching and administrative responsibilities, and approval for absences that conflict with their agreement must be from the department chair and the dean a minimum of one week in advance.

Faculty shall not assume leave is granted until receipt of a copy of this form with signatures of approval.

I _____ would like to request permission to be absent from the university for the
Faculty Member's Name

period of time from _____ to _____ for the following reason:

Subject to approval, the following arrangements have been made for the conduct of the classes for which I am instructor of record during the period of leave. (**Note:** List each class meeting of each course. Substitute teachers must normally be Harvard faculty. Also list each specific change of class schedule, time and place.)

_____ _____
Faculty Member's Signature Date

Approved by: _____ _____
Chair Date Dean Date

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c: Faculty Member
Department Chair
Office of Faculty Planning