

Request for Academic Leave of Absence (1 – 7 calendar days)

Note: This form is to be submitted prior to leaving campus. If leave is 8 – 30 calendar days, a UPAY 573 form must be submitted for approval by the Dean's Office a minimum three weeks prior to leave. You should carry a copy of the approved UPAY 573 form during your absence.

To: Linda J. Harris

From: _____

Period of Leave: From: _____ To: _____

Reason for Leave: _____

Destination: _____

*Person Responsible in my Absence: _____

Phone Number: _____ Cell/Emergency Only: _____

Email: _____ Responsible Person's Initials: _____

***Copy of this form to be placed in safety binder in lab and initialed by person responsible.**