

Faculty and Academic Staff Request to be Absent from Teaching
College of Letters & Science
University of Wisconsin-Madison

Directions

- Faculty and instructional staff should fill out this form and submit to their supervisor for their review and approval if they will be absent from campus for their teaching duties. Please see relevant University policy below.
- If you teach in more than one department or program, please submit a request to each.
- **For academic year absences of more than two weeks**, the instructor should submit to the department or program office for Dean's approval 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 department level.
- You do not need to fill out this form when not on University payroll

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 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 [UW-Madison Vacation Policy](#) for details about accrued vacation time).

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Name:

Title:

Department/Program

Semester and year:

Course information (Subject listing, Course number, Title):

Dates of class meetings to be missed:

Describe reason for absence (include location, city and state, of where you will be):

Describe plans to cover classes. **Please consult with the chair/director about your department specific expectations.** Include the name of colleagues who will provide coverage, if applicable. Please note:

- It is generally not acceptable to cancel classes or to reschedule undergraduate classes due to hardship on students;
- Colleague coverage (faculty or instructional academic staff, but not graduate assistants) is the preferred method.

Absence approved by department chair or program director:

Signature:

Date:

NOTE: Academic year absences of more than two weeks requires Dean approval. Please submit such requests by forwarding the signed requests to the Dean's office (send to Assistant Dean Ben Weisse) at least three weeks prior to planned absence.

Dean's approval:

Date:

This form will be returned to the department

August, 2021