

Faculty Absence from Campus Request

Department of Theatre & Dance

NAME:	DATE of REQUEST:
DATE(S) of ABSENCE	
NUMBER OF DAYS ABSENT FROM CAMPUS	

Policies for requesting leave can be found on the USC homepage website:

1. The Faculty Manual – <http://www.sc.edu/policies/facman/fmhome.html>
2. USC Policies and Procedures – <http://www.sc.edu/policies/policiesbydivision.php>

TYPE OF LEAVE REQUESTED

	Sick Leave - (USC Policies and Procedures, HR 1.06) http://www.sc.edu/policies/ppm/hr106.pdf
	Family Sick Leave - up to 10 days per calendar year may be charged to your sick leave for your immediate family (USC Policies and Procedures, HR 1.06) http://www.sc.edu/policies/ppm/hr106.pdf
	Death in Family - up to 3 consecutive days of leave with pay (USC Policies and Procedures, HR 1.09) http://www.sc.edu/policies/ppm/hr109.pdf
	Court Leave (USC Policies and Procedures, HR 1.09) http://www.sc.edu/policies/ppm/hr109.pdf
	Personal Leave Without Pay - less than 10 days (USC Policies and Procedures, HR 1.12) http://www.sc.edu/policies/ppm/hr112.pdf
	Professional Pursuits: List organization, project and/or nature of pursuit

CLASS COVERAGE

Please list each class that will be missed (number/name/date) and how the class will be covered. If someone is covering your class in your place, please list their name and a contact number.

Comments:

Approved

Denied

Signature of Department Head

Date