

# STAFF Absence from Campus Request

Department of Theatre & Dance

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|---|-------------------------|
| <b>NAME:</b>                                      | <b>DATE of REQUEST:</b> |
| <b>DATE(S) of ABSENCE = TOTAL NUMBER OF DAYS:</b> |                         |

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

1. USC Policies and Procedures – <http://www.sc.edu/policies/policiesbydivision.php>

## **TYPE OF LEAVE REQUESTED**

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|  | <b>Annual Leave</b> - up to 30 days per calendar year (USC Policies and Procedures, HR 1.03)<br><a href="http://www.sc.edu/policies/ppm/hr103.pdf">http://www.sc.edu/policies/ppm/hr103.pdf</a>  |
|  | <b>Sick Leave</b> - (USC Policies and Procedures, HR 1.06)<br><a href="http://www.sc.edu/policies/ppm/hr106.pdf">http://www.sc.edu/policies/ppm/hr106.pdf</a>  |
|  | <b>Family Sick Leave</b> - 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)<br><a href="http://www.sc.edu/policies/ppm/hr106.pdf">http://www.sc.edu/policies/ppm/hr106.pdf</a> |
|  | <b>Death in Family</b> - up to 3 consecutive days of leave with pay (USC Policies and Procedures, HR 1.09) <a href="http://www.sc.edu/policies/ppm/hr109.pdf">http://www.sc.edu/policies/ppm/hr109.pdf</a>   |
|  | <b>Court Leave</b> (USC Policies and Procedures, HR 1.09)<br><a href="http://www.sc.edu/policies/ppm/hr109.pdf">http://www.sc.edu/policies/ppm/hr109.pdf</a>   |
|  | <b>Personal Leave Without Pay</b> - less than 10 days (USC Policies and Procedures, HR 1.12)<br><a href="http://www.sc.edu/policies/ppm/hr112.pdf">http://www.sc.edu/policies/ppm/hr112.pdf</a>  |
|  | <b>Additional Details, if requested or required -</b>  |

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| <b>Comments:</b> |
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| Approved |
| Denied   |

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**Signature of Department Head, Date**