

REQUEST FOR A SHORT-TERM LEAVE OF ABSENCE SEVEN CALENDAR DAYS OR LESS

University of California, Berkeley rules with respect to short (less than 7 days) absences are as follows:
Department Chair may approve leaves of absence for seven calendar days or less to attend professional meetings or for University business. (APM 752-24).

Please submit a completed hard copy of this form to the Anthropology Chair at least one week in advance of the proposed short-term leave. For purposes of verification, faculty members whom you designate to be in charge of your courses and student advising during your absence **must sign** this form prior to its submission for approval. If you are submitting this request electronically, please attach the e-mail from your substitute(s) confirming your arrangements.

Name: _____ Date: _____

Absent From: _____ To: _____ Destination: _____

Purpose of leave (name of conference, title of paper, etc.): _____

Where can you be reached in an emergency? **Can you be reached by your regular e-mail?** ___Yes ___No

Address: _____ Telephone Number: _____

Local contact in an emergency:

Name: _____

Address: _____ E-Mail: _____

Disposition of teaching duties while you are gone if you will miss class and do not have a co-instructor):

Course Number (s)	Name(s), e-mail and phone # of faculty member(s) in charge:	Signature of faculty member in charge:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Alternative arrangements (e.g., rescheduling the class): _____

Committees or other administrative duties: _____

Faculty Signature: _____ Date: _____

Chair's Signature: _____ Date: _____

* Leaves of more than seven (calendar) days, but less than thirty (calendar) days, must be approved in advance by the Chancellor. Forms for this purpose are available in the Academic Personnel Office, room 215 Kroeber Hall.