

*Short-Term Leave of Absence Policy and Form for Faculty and Teaching Staff*

The School of Art and Design recognizes the importance of research, creative activities, public service and engagement in fulfillment of the University of Illinois' mission as a research institution, as well as its teaching and service missions. Therefore, the School has developed a policy and procedure for Faculty Absence--Short-Term Leaves of Absence With Pay. Short-term leaves shall generally be defined as leaves lasting no longer than two weeks. They will require compliance with all University policies governing or pertaining to long-term leaves.

Procedure:

Faculty and teaching staff must complete the Faculty Absence Form at least one week prior to the commencement of the leave. A detailed description of the reason for the absence and how course content is to be delivered during the absence is required.

In accordance with the School of Art and Design Guide to Policies and Procedures, leaves for professional reasons require notification; leaves unrelated to the mission of the University must be authorized.

Once the form is completed and signed by the faculty member, a Program Chair signature must be obtained as proof of absence notification. If the faculty member is a Program Chair, or if the Program Chair is unavailable, the Director or an Associate Director may sign. In the case of leaves unrelated to the mission, final authorization must be obtained from the Director. The Dean of the College of Fine and Applied Arts can provide this authorization only in the absence of the Director. This process can be completed electronically.

**FACULTY ABSENCE REPORT FORM**

Name \_\_\_\_\_ Dates of Absence \_\_\_\_\_

Reason for the Absence \_\_\_\_\_

Class Session(s) Missed \_\_\_\_\_

Designated substitute(s) or alternative class activities \_\_\_\_\_

Signature of substitute (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

Meetings missed and designated representative (if applicable) \_\_\_\_\_

Faculty signature \_\_\_\_\_ Date \_\_\_\_\_

Program Chair signature \_\_\_\_\_ Date \_\_\_\_\_

When approval is required, it is the role of the Director to justify approval of the leave by indicating why granting this leave is in the best interest of the University.

Director signature \_\_\_\_\_ Date \_\_\_\_\_