

**Illinois State University
Faculty Notice of Absence from Scheduled Duties**

Faculty Member's Name:					
Date(s) of Absence:					
Reason for absence					
<input type="checkbox"/> Teaching assignment related to: <input type="checkbox"/> Research assignment related to: <input type="checkbox"/> Attend professional meeting: <input type="checkbox"/> Outside employment/Self-employed/Consulting: <input type="checkbox"/> Other (Specify):					
Classes Missed	Course	Section	Bldg./Room	Days(s)	Time
Arrangement for coverage of classes missed	Who	Phone	Arrangements		
Other duties missed (e.g., office hours, field supervision)	Duty missed	Arrangements			
Itinerary	City/State/Location	Contact Information			

Employee

I consider this absence to be: within University business not within University business
and consider the information above to be correct:

Employee's Signature

Date

Department Chairperson

The above absence is considered: within University business not within University business

Department Chairperson's Approval

Date

According to University Policy, 3.3.12 CODE OF ETHICS - Academic Code, "Faculty members should regularly meet their assigned classes as scheduled. Faculty members who are absent from their duties because of illness should report the fact immediately to their department chairperson. Faculty members who are absent for any reason other than illness, as for attending a professional meeting, should complete a Notice of Absence from Regular Duties form and file it with their department chairperson for prior approval."