

**ABSENCE FROM CAMPUS FORM
GEORGIA INSTITUTE OF TECHNOLOGY**

Procedures for Reporting Absences from Campus for Professional Activities

1. Absences of one day to ten days must be approved by the School Chair or his/her designated representative.
A Travel Authority form will be used.
2. Absences of more than ten consecutive business days and less than 8 weeks must be approved by both School Chair and the Dean of the College, who will notify the Provost's Office.
This form, an Absence From Campus form, will be used.
3. Absences of greater than half a term (8 weeks) must be forwarded to the President's Office by the Dean of the College for consideration for a Leave of Absence as defined by the Board of Regents.
A Leave of Absence form will be used.

I propose to be away from campus for a period of more than 10 days and less than 8 weeks.

NAME _____

RANK OR TITLE _____

UNIT _____

EFFECTIVE DATES/PERIOD OF ABSENCE: _____

LOCATION: _____

PURPOSE OF ABSENCE:

PAY WILL BE DIVIDED AS FOLLOWS:

State funds: \$ _____ Federal funds: \$ _____ Other: \$ _____

TRAVELER'S SIGNATURE: _____

Absence must be approved by School Chair/Department Head and Dean/VP before being submitted to Faculty Affairs in GT-TRACS.