

Leave of Absence Form
Department of Sociology
University of California, San Diego

I, _____, am requesting permission to be
(Name, printed)

absent from _____ to _____ in order to travel
(date) (date)

to _____ for the purpose of
(Destination)

My assigned classes will be covered by a regular faculty member as named or rescheduled to the noted date:

I have no teaching obligations for quarter leave is being requested

- Fall quarter 20 ____
- Winter quarter 20 ____
- Spring quarter 20 ____
- Summer 20 ____

Signature

Date

*Note: This form is for absences of **14 calendar days or less** which must be reviewed and approved by the department chair. Absences of **15 calendar days or more** require a detailed memo, incorporating the information on this form, to be submitted to the department chair for review. Your memo must then be forwarded to the Dean and/or Executive Vice Chancellor for approval along with the official Academic Leave of Absence (ALAS) form. **ANY** absence during finals week requires the approval of CEP (Committee on Education Policy). See departmental AP Specialist (Shelly) for details on the ALAS and CEP forms if needed.*

REQUEST APPROVED

Chair of Sociology

Date