



School of Music Faculty Absence Information Form

Please submit completed form to the Director of the School of Music in compliance with School & University policy on time and attendance tracking.

Name: _____ Date(s) of Absence: _____

Reason for Absence: _____

For this absence, please list the number of work days missed:

- Professional Engagement(s) # of days _____
- Professional Meeting(s) # of days _____
- Illness (*submit within 3 days of return*) # of days _____
- Other _____ # of days _____

In case of emergency, I can be reached at (phone #): _____

Does the absence involve missing regularly scheduled classes, lessons, or rehearsals?

Yes No (circle one)

If classes, lessons, or rehearsals are missed, who will teach these in your place?

How does this absence relate to your responsibilities as a faculty member in the School of Music?

Faculty members must notify the director of the School of Music well in advance when instructional obligations will be missed for any reason other than unexpected illness. Faculty are responsible for compensating, when necessary, substitute instructors.

Employee Signature: _____ Date _____

Director Signature: _____ Date _____