

INSTRUCTIONS:

- 1. Submit form seven working days in advance of absence.
- 2. Approval required before departure.

DISTRIBUTION:

Originals – V.P. for Academic Affairs
 Copy – Faculty
 Copy – Faculty Personnel File

BAY MILLS COMMUNITY COLLEGE Faculty Application for Approved Absence

Name _____ Date _____

Absence from scheduled work starts: _____ Return to work: _____
Time/Month/Day/Year Time/Month/Day/Year

Reason for absence: _____

Destination: _____

Arrangements for Professional Responsibilities Scheduled During this Absence

Class	Time	Day/Date	Room	Substitute Instructor/Other Arrangements

Special Conditions:

Faculty Signature _____

_____ Date

V.P. Academic Affairs _____

_____ Date