

A. Request Form for Short-Term Professional and Research Leave

UW School of Drama

Please complete this form to request approval for professional and research leaves of four to eight successive university instructional days (this excludes Saturdays, Sundays, and holidays). This completed form must be submitted to the Executive Director at least two weeks prior to the start of the requested leave.

Name _____

Date Request Submitted _____

I will be missing classes/gone from _____ to _____

I am going (where) _____

I will accomplish the following professional and research activities: _____

My instructional obligations will be covered in the following manner: _____

While away, I can be reached at (phone and address) _____

Do these leave activities include compensated work for a for-profit entity (yes or no)? _____

If yes, you will need to complete and submit a "Request for Approval for Professional Outside Work for Compensation" (Form 1460).

Signatures with dates

Faculty Member _____

Endorsed by Area Head _____

Approved by Executive Director _____