

**Report or Request of Faculty Absence from Campus  
Department of Languages, Literatures, and Cultures**

*Please return completed form to the Chair's Office, room 917. Thank you.*

Name \_\_\_\_\_ Date \_\_\_\_\_

Policies for requesting leave can be found on the USC homepage website:

1. The Faculty Manual – <http://www.sc.edu/policies/facman/fmhome.html>
2. USC Policies and Procedures – <http://www.sc.edu/policies/indxtabl.html#BUSA>

Check the type of leave you wish to report or request:

- Court Leave (USC Policies and Procedures, HR 1.09) <http://www.sc.edu/policies/ppm/hr109.pdf>
- Death in Family - up to 3 consecutive days of leave with pay  
(USC Policies and Procedures, HR 1.09) <http://www.sc.edu/policies/ppm/hr109.pdf>
- Family Sick Leave - up to 10 days per calendar year may be charged to your sick leave for your immediate family (USC Policies and Procedures, HR 1.06)  
<http://www.sc.edu/policies/ppm/hr106.pdf>
- Sick Leave (USC Policies and Procedures, HR 1.06) <http://www.sc.edu/policies/ppm/hr106.pdf>
- Personal Leave Without Pay - less than 10 days (USC Policies and Procedures, HR 1.12)  
<http://www.sc.edu/policies/ppm/hr112.pdf>
- Professional Pursuits\*  
**\*List conference, location, and nature of project, and indicate how your classes will be covered.**

<b>*Professional Pursuits:</b> <u>Name of destination conference or institution:</u>	<b>Classes will be covered by:</b>
Located (city, state, country):	
Purpose:	

Beginning Leave Date \_\_\_\_\_ Returning Date \_\_\_\_\_

Please check one: \_\_\_\_\_ Foreign Travel or \_\_\_\_\_ Domestic Travel

Comments: \_\_\_\_\_

Approved  Denied \_\_\_\_\_  
Signature of Dept. Chair Date