

**THE UNIVERSITY OF MEMPHIS
HERFF COLLEGE OF ENGINEERING
REQUEST FOR/OR REPORT OF ABSENCE**

Date _____

Name _____

Request for

Was absent from official duty

From _____
(mm/dd/yy)

Through _____
(mm/dd/yy)

Purpose of Absence _____

Name(s) of person(s) with date(s) covering
teaching responsibilities, if applicable, during absence: _____

Name(s) of person(s) with date(s) covering
administrative responsibilities, if applicable, during absence: _____

Signature _____

Approval _____

Department Chair/Date

Approval _____

Dean or Designee/Date