

PERSONAL LEAVE/TRAVEL DURING ON-DUTY PERIOD\*  
College of Natural Sciences

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_

Dates of Leave/Travel: \_\_\_\_\_

Reason:

How will your duties be covered during the period of your leave?

When will this period of absence be made up (dates)?

Approved/Dissapproved \_\_\_\_\_ Date: \_\_\_\_\_  
Chair

\* TO be used by 9 or 11 month instructional faculty only. Faculty and dtaff who accumulate vacation will continue to use the "Application for Leave of Absence" (UH FORM1 (PERS) 7/93.

Distribution: Original - Dean's Office  
Copy - Chair