**Updated June 2009**

**UNL DEPARTMENT OF CHEMISTRY**

**FACULTY / INSTRUCTOR ABSENCE NOTIFICATION FORM**

**Please turn in completed form to the Chair’s Office prior to the absence.**

|  |  |
| --- | --- |
| ***Name:*** |  |
| ***Date Submitted:*** |  |
| ***Reason for Absence:*** | *Professional* |
|  | *Personal* |
|  | *Combination of Professional and Personal* |

|  |  |
| --- | --- |
| ***Date(s) of Absence:*** |  |
| ***Contact Information:*** | (In case of an emergency, where can you be reached?) |
| ***Phone Number(s):*** |  |
| ***Email Address(s):*** |  |

|  |  |
| --- | --- |
| ***Class Arrangements:*** | *Not Applicable* |
|  | |  |  | | --- | --- | | *Course #* | *Instructor during Absence:* | |  |  | |  |  |   *The following arrangements have been made for sections missed:* |

|  |  |
| --- | --- |
| ***Signature:*** |  |