

Stockton University

Faculty/Staff Absence Form

Name:

Date(s) of Absence:

Do you want the office to post an official class cancellation notice? yes no

Treat as:

Absence

Absence start:

Return to Work:

Note: if you miss more than 5 consecutive work days, please supply doctor's note

Professional activity

conference meeting seminar other

- Activity details (event, date(s), place):

- Alternative arrangements for your class (provide details: who will cover, alternative assignment, ...):

Please refer to Stockton's Procedure on Faculty Attendance and Leave which can be found here:
http://intraweb.stockton.edu/eyos/policypro/content/docs/6120_041712.pdf

Two pertinent excerpts (emphasis added):

IIB. A faculty member who will not be present at any given class meeting must notify the school office **in advance**.

C. A faculty member who is absent from a class meeting for legitimate professional reasons **with the permission of the dean** (such as – but not limited to – attendance at professional meetings) is considered present

Please complete the form, save it to your computer, then attach it to an email and send it to your school.