**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.**

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| --- | --- |
| ***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:*** |       |