

**ABSENCE FROM CAMPUS FORM  
GEORGIA INSTITUTE OF TECHNOLOGY**

**Procedures for Reporting Absences from Campus for Professional Activities**

1. Absences of one day to ten days must be approved by the School Chair or his/her designated representative.  
**A Travel Authority form will be used.**
2. Absences of more than ten consecutive business days and less than 8.5 weeks (half a term) must be approved by both School Chair and the Dean of the College, who will notify the Provost's Office.  
**This form, an Absence From Campus form, will be used.**
3. Absences of greater than half a term (8.5 weeks) must be forwarded to the President's Office by the Dean of the College for consideration for a Leave of Absence as defined by the Board of Regents.  
**A Leave of Absence form will be used.**

**I propose to be away from campus for a period of more than 10 days and less than half a term.**

NAME \_\_\_\_\_

RANK OR TITLE \_\_\_\_\_

UNIT \_\_\_\_\_

EFFECTIVE DATES/PERIOD OF ABSENCE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

PURPOSE OF ABSENCE: \_\_\_\_\_

TRAVELER'S SIGNATURE: \_\_\_\_\_

**ABSENCE APPROVED BY:**

\_\_\_\_\_  
School Chair/Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date

Date copy forwarded to the Provost's Office: \_\_\_\_\_