

# **NORTH CAROLINA AGRICULTURAL & TECHNICAL STATE UNIVERSITY**

## GREENSBORO, NC 27411

### FACULTY ABSENCE FORM

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| **Name:**  | **Current Date:**  |
| **Department:**  |
| Class | **Time** | **Dates of Absence** | **Description of Coverage** |
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| **REASON FOR ABSENCE *(Attach to Travel Authorization Form for professional leave.)*** |

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| International Travel |

**Faculty/Staff Signature: Date:**

**APPROVALS**

**Department Chair/Supervisor: Date:**

**College Dean: Date:**