

**Materials Science & Engineering**  
**Request Form for Professional Development/Special Research Leave**

**(2-7 calendar days or less)**

**Note:** This form is to be submitted prior to leaving campus.

If leave is 8 – 30 calendar days, you must submit a request in MyInfoVault (under Forms) <http://myinfovault.ucdavis.edu/> a minimum of three weeks prior to leave.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Period of Leave: From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leave: \_\_\_\_\_

\_\_\_\_\_

Destination: \_\_\_\_\_

Disposition of Teaching Responsibilities:

Course(s) taught: \_\_\_\_\_

Will class meetings take place in your absence? Yes  No

If Yes, who will be the instructor: \_\_\_\_\_

Will make-up class(es) be scheduled? Yes  No

Chair Approval: \_\_\_\_\_

Signature