

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

Approval: Jeffery Gibeling, Chair _____

Signature