

**FISK UNIVERSITY
OFFICE OF HUMAN RESOURCES**

**Notice of Staff Employee Absence
For Business-Related Travel**

THIS NOTICE SHOULD BE APPROVED AND SIGNED BY YOUR IMMEDIATE SUPERVISOR
IN ADVANCE OF YOUR ABSENCE

NAME: _____ DATE: _____

DATES OF ABSENCE FROM: _____ TO: _____

ADDRESS AND TELEPHONE NUMBER WHERE YOU CAN BE REACHED DURING YOUR
ABSENCE:

REASON FOR ABSENCE: _____

PROVISION MADE FOR COVERING DUTIES/RESPONSIBILITIES DURING YOUR
ABSENCE: _____

Employee's Signature: _____ Date: _____

SUPERVISOR WAS AWARE OF THIS ABSENCE PRIOR TO THE DATE OF THE ABSENCE

YES NO

APPROVED NOT APPROVED

Supervisor's Signature: _____ Date: _____