

SOUTHWEST

TENNESSEE COMMUNITY COLLEGE

PROFESSIONAL LEAVE REQUEST ARRANGEMENTS FOR CLASS COVERAGE

(Please Check Appropriate Box)

- Faculty Development Travel Funds Request should accompany the Single Trip Travel Authorization form (requesting travel money) and should be used by instructional personnel requesting professional leave (not counted against annual or sick leave) to travel off-campus (in-town or out-of-town).
- Professional Leave Request should be used in place of Single Trip Travel Authorization (requesting no travel money) by instructional and professional academic staff requesting leave (not counted against annual or sick leave) to travel off-campus (in-town or out-of-town).

Name _____ Date _____

Department or Area _____

Destination _____

Date(s) Away from Campus _____

Purpose of Leave _____

On the reverse side of this form, indicate how your teaching duties will be covered.

If you have administrative duties, indicate how they will be covered. _____

Requester Signature _____ Date _____

Approvals:

Department Chair Date _____

Dean Date _____

How Will Your Teaching Duties be Covered?

CLASSES TO BE MISSED

DATE

TIME

COVERAGE ARRANGED
