OTIS COLLEGE OF ART AND DESIGN

Faculty Sick Leave Absence Form

How to complete form:

- Type in the details of your sick leave.
- Electronically sign.
- Email to the Department Chair for electronic signature/approval.
- If you were out for more than one class, list each class on a separate line.
- **For classes in different departments, use a separate Absence Form for each department.**

Faculty Name: _____ Otis ID (X Number): _____

Date(s) Absent	Total Course Hours Absent	Course Name	Course Department (NOTE: Use one form per department)	*Payroll Use Only*

_____   _____
Faculty Signature   Date

How to finalize approval (for DEPARTMENT CHAIR):

- Review the form and electronically sign.
- Click "submit" to send an electronic copy to Payroll or hand-deliver a signed printout to the Payroll window located on the 2nd floor of Ahmanson Hall.

_____   _____
Department Chair Signature   Date