



BBC Faculty & Staff Absence Request Form

Employee Name _____

Employee Cell # _____

Employee Email _____

Type of Absence _____ Annual Leave

_____ number of days

_____ Prearranged Sick Leave

_____ number of days

_____ Work Related Travel

_____ number of days

Dates of Absence _____

For Work Travel provide dates and description:

For Work Travel – attach a completed ***Travel Arrangement Form***

Who/how will your duties be covered in your absence? _____

Backup Signature (person covering your duties) _____

Employee Signature & Date _____

Supervisor Signature & Date _____

_____ Approved

_____ Denied (Reason for Denial _____)

Director Signature & Date _____

_____ Approved

_____ Denied (Reason for Denial _____)

BRISTOL BAY CAMPUS

MEMORANDUM

To: All BBC Employees
From: Cynthia Rogers, Director
Date: September 27, 2017
Subject: ***Faculty & Staff Absence Request Form***

BBC has instituted new travel procedures described in the BBC Travel Authorization Checklist.

The **BBC Travel Authorization Checklist**, **CRCD Travel Procedures** and the **BBC Travel Authorization Form** are posted on the BBC website.

Please be aware that this **Absence Request Form** is required as part of approving any work related travel and any absence from campus.

Process

- 1) BBC employee fills out the ***Faculty & Staff Absence Request Form*** and submits along with the ***BBC Travel Authorization Form***, at least 14-days in advance (CRCD requirement) plus at least five (5) business days in advance (BBC requirement) if travel is work related.
- 2) BBC employee fills out the ***Faculty & Staff Absence Request Form*** and submits at least five (5) business days in advance (BBC requirement) if absence is not work related.
- 3) Director approves/disapproves and emails the form(s) to the employee, PPA, and Business Office Manager. The PPA tracks AL/SL time for Director/Assistant Director to be reported in the absence period on the employee timesheet. The Business Office Manager records the absence on the calendar and notates the absence on the staff/faculty status board. Form is placed in faculty and staff files by Director.
- 4) If your travel is funded by Title III federal dollars, you must complete a ***Title III Trip Report*** before an expense report is submitted.
- 5) Follow the **CRCD Travel Procedures** for submitting your TER after your return.