


Away from Campus Notification:

## Approver Screenshot 1

### Email message



Wed 9/14/2016 2:54 PM

deansoffice\_mail.soh@wisc.edu

Sue Bruns Submitted an Absence Request

To Susan Bruns

[Report Spam](#)

Please review the absence request that was submitted by Sue Bruns on 9/14/2016.

**Name:** Sue Bruns

**Unit/Department:** CAPS

**Reason for Absence:** Personal time

**My classes/regular duties will be taken care of by:** CAPS

**Last Day in Office before Absence:** 10/20/2016

**Returning on:** 10/24/2016

**Traveling with students?:** No

**If so, name/emails of students:**

**To Approve this request, please sign in as an Approver [here](#)**

**Reminder: Approver Password is "onesoh"**

Away from Campus Notification:

## Approver Screenshot 2

# Request to be Away From Campus

### 8.02. Faculty Duties and Responsibilities:

The University faculty are responsible for teaching, research or other scholarly activity appropriate to the discipline, and public service. Furthermore, every faculty member has an obligation to maintain professional honesty and integrity, to seek knowledge and to share that knowledge freely with others. No member of the faculty shall be absent from his/her classes or other regular duties at the University except by the permission of the chancellor or appropriate dean. Faculty members shall avoid a concentration of class hours that is detrimental to effective teaching. It is the responsibility of faculty members to carry out duties assigned by the department.

Academic-year appointments are without vacation allowances:

Persons on nine-month appointments are expected to work every working day except legal holidays. There are no paid vacations that coincide with student vacations, except for legal holiday.

Twelve-month appointments include one month's vacation with pay, to be taken at the convenience of the department.

Out of State Travel on GPR or 101 funds:

If you are planning to travel outside the state of Wisconsin on General Purpose Revenue (GPR) funds (e.g. 101), you must complete the Out-of-State Travel Approval Form in addition to this notification.

\* Required

### What is Your Role? \*

If you are submitting a Request to be Away From Campus Form, please choose Requester. If you are approving an already-submitted request, please choose Approver.

Requester

Approver

NEXT

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Away from Campus Notification:

### Approver Screenshot-3

## Request to be Away From Campus

\* Required

### Admin Password Required

Password \*

onesohe

BACK NEXT

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### Approver Screenshot-4

## Request to be Away From Campus

\* Required

### Approvals

Absence Request Status \*

Approved

Other : \_\_\_\_\_

BACK SUBMIT

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