University of California – Davis  
Department of Civil & Environmental Engineering

Request for leave of absence

(7 days or less)

Name:  ____________________________________________

Location:  ____________________________________________

Topic of Conference /Meeting:  ____________________________________________

Title of Presentation:  ____________________________________________

Dates of meeting, Conference, etc.:  ___________________________  Through:  ___________________________

Other:  ____________________________________________

Classes/Meetings During Absence:  ____________________________________________

Faculty Member(s) in Charge:  ____________________________________________

Address During Absence:  ____________________________________________

Approved:  ____________________________________________  

Department Chairperson

Comments:  ____________________________________________