

**University of California – Davis**  
**Department of Civil & Environmental Engineering**

**Request for leave of absence**

(7 days or less)

**Name:**

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**Location:**

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**Topic of Conference /Meeting:**

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**Title of Presentation:**

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**Dates of meeting, Conference, etc.:**

**Through:**

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**Other:**

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**Classes/Meetings During Absence:**

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**Faculty Member(s) in Charge:**

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**Address During Absence:**

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**Approved:**

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**Department Chairperson**

**Comments:**