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NOTICE of ABSENCE FROM RESEARCH INSTITUTE

NAME _____ FT _____ PT _____

DEPARTMENT _____ POSITION _____

DATE ABSENCE COMMENCES: _____

DATE OF RETURN TO INSTITUTE: _____

TRAVEL REQUIRED FOR WORK PURPOSES (note in comments)

REASON FOR ABSENCE & **IDENTIFICATION OF ON-SITE COVERAGE** (if applicable) **OR CONTACT:**

SCIENTIST or EMPLOYEE SIGNATURE

MANAGER'S ACKNOWLEDGEMENT
(non-Staff)

MANAGER'S APPROVAL (Staff)

DATE _____

DISTRIBUTION: Signed form to be forwarded to Research Institute's HR Department.