

**UNIVERSITY OF CALIFORNIA  
DEPARTMENT OF MECHANICAL ENGINEERING**

REQUEST FOR APPROVAL OF LEAVE OF ABSENCE  
FOR PERIOD OF 7 DAYS, OR LESS, WITH FULL PAY

TO: Professor David Dornfeld, Chair, Department of Mechanical Engineering

Leave of absence with full pay is requested for the period including:

\_\_\_\_\_ to \_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

If necessary, I may be reached at: \_\_\_\_\_

The following arrangements have been made in connection with my regular duties:

<b>COURSE</b>	<b>MEETING TIME</b>	<b>TO BE TAUGHT BY</b>
_____	_____	_____
_____	_____	_____

**STUDENT ACADEMIC ADVISING:**

Undergraduate \_\_\_\_\_ Graduate \_\_\_\_\_ To be Done By: \_\_\_\_\_

**Departmental Policies:**

- Arrangements must be made for both class meetings and undergraduate advising at all times.
- Undergraduate class meetings cannot be rescheduled.
- As a rule, the teaching duties should be performed by another faculty. On occasion, the faculty can be substituted by a qualified postdoc or an exceptionally-qualified graduate student.

With my signature, I certify that I have read and understood these policies.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Please Print Name

**APPROVED:**

1. \_\_\_\_\_  
Tarek Zohdi, Vice-Chair Instruction

2. \_\_\_\_\_  
David Dornfeld, Department Chair