

CMDA LEAVE POLICY

Sick or Annual Leave for both Faculty and Staff should be approved through one of the two acceptable avenues:

1. A paper copy of leave request is signed by the requesting member and delivered to the supervisor PRIOR to leave and approved PRIOR to leave taken. Form is then given to Josh (Music Employees) or David (College or Theatre Employees) for filing.\
2. An email of request for leave is sent to supervisor by requesting member and approved by supervisor (both) PRIOR to leave. Immediately upon (and no later than one week after) returning from leave the requesting member can fill out a paper copy of leave and have supervisor sign form. Form is then given to Josh (Music Employees) or David (College or Theatre Employees) for filing.

Forms for leave request can be found at Faculty Forms link under College Website.

<http://www.cmda.lsu.edu/Faculty/Forms.html>