

COLLEGE OF MEDICINE

LEAVE AUTHORIZATION FOR CHAIRS INSTRUCTIONS

- Submit Leave Authorization for Chairs form to Jan Eller (Room G1-007A or P.O. Box 100005) prior to leave dates being requested. Jan Eller will sign and return the form to the chair's department. The completed and signed form should be retained in departmental files. Form is available at:

<http://www.med.ufl.edu/busforms/index.html>

- Departmental personnel are responsible for processing chair's leave via PeopleSoft.