



Chancellor's Memorandum
CM-14 – Administrative Absences

To: Vice Chancellors, Deans, Administrative Staff, Department Heads, and Students.

From: LSU Health Sciences Center New Orleans Chancellor

October 10, 1980

The Office of the Chancellor is to be notified in writing of all leave taken by Health Sciences Center administrative heads, both annual leave and out-of-state travel on Health Sciences Center business. Administrative heads are, specifically, all Vice Chancellors, all Assistants to the Chancellor, and all Deans.

It is required that written notification be submitted in duplicate so that, upon prior Chancellor approval, the original can be returned to the administrator with the copy retained by the Office of the Chancellor. On out-of-state Health Sciences Center business, it will be necessary to indicate the purpose of the trip, the name of the person designated to act in behalf of the administrator, and where the person making the trip can be reached in an emergency situation.

Travel within the state of Louisiana on Health Sciences Center business will require only a telephone call to the Office of the Chancellor.

Signed: Allen A. Copping, Chancellor