

APPLICATION FOR ABSENCE DURING SESSION - ACADEMIC STAFF

UNSW@ADFA
CANBERRA • AUSTRALIA

Personal Details	Travel details
Name:	School TA No:
School/Dept:	Depart date:
Position Title:	Return date:

Part 1: Reason for absence of more than one week during session

Part 2: Reason why travel cannot be undertaken out of session

Part 3: Arrangements for covering duties during absence

I have made the following arrangements to cover my normal duties during my absence:

Duty	Nature of Arrangements	Name of Stand-in
Classes		
Supervision		
Assessment and Related Activities		
Other		

Part 4: Approvals

Staff Member	Head of School
_____ / / (signature) (date)	_____ / / (signature) (date)
Print Name _____ Ext: _____ Email: _____	Print Name _____ Ext: _____ Email: _____

Rector:	Office Use Only
_____ / / (Rector) (date)	<input type="checkbox"/> Approval Status assigned by Rector <input type="checkbox"/> Logged by Finance Section <input type="checkbox"/> Staff Member Notified of Approval <input type="checkbox"/> Form Returned to School
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	