

REQUEST FOR ABSENCE FROM THE UNIVERSITY FOR ACADEMIC STAFF



Recreation leave

- 4 weeks recreation leave should be taken during the University vacation period with the approval of the Head of School

Other Absences

- Academic Staff may be absent from their **primary workplace** conducting activities relevant to the staff member's University responsibilities.
- Academic Staff may be absent during teaching and examination periods to undertake activities relevant to the staff member's University responsibilities, provided that arrangements have been made to cover the absentee's teaching responsibilities.
- Absences up to 7 calendar days approved by the Head of School
- Absences of more than 7 days during formal teaching and examining periods require the approval of the Executive Dean

Name of Staff Member:		Staff Number:	
Organisational Unit: School of Biomedical Sciences (321)			
First day of absence:		Total No: working days absent:	
Last date of absence:			
Phone No. (internal):		Phone No. (external)	
Destination/s of Travel:			
Contact details during absence			
Address:			
Phone: (include all codes):		Fax:	
		Email:	
Reason for absence (e.g. conference, field work, meeting or recreation leave).			
Leave has been applied for via ESS <input type="checkbox"/> ALL LEAVE MUST BE SUBMITTED VIA ESS PRIOR TO SUBMITTING THIS FORM (THIS INCLUDES CONFERENCE/MEETINGS & RECREATION LEAVE)			
Travel & Fieldwork Risk Assessment Completed		YES	NO (please circle)
http://www.risk.admin.uq.edu.au			
Risk Assessment Database ID No:			
Fieldwork Plan completed and attached (where applicable):		YES	NO (please circle)

Arrangements made to cover academic responsibilities:

Teaching Duties:

Formal Lecture/Practicals: _____	Delegates Name & Signature: _____
Course Co-ordinator: _____	Delegates Name & Signature: _____
Exam Marking: _____	Delegates Name & Signature: _____
Academic Advising: _____	Delegates Name & Signature: _____
PG Supervision Stand-In Supervisor	Delegates Signature: _____
Staff Member's signature:	Date:

Recommendation of Supervisor (where applicable):

Signature:.....**Date:**.....

Recommendation/Approval by Head of School:

Signature:.....**Date:**.....

Executive Dean Approval (when required):

Signature:.....**Date:**.....

Heads of Schools/Directors of Centres Absences

Recommended Acting replacement:.....

When approved the signed form will be returned to the School.

Heads of School and Directors of Faculty Centres should complete and forward for **all** absences, the original will be retained by the Faculty HR office and a copy returned to the School.

Report on Overseas Travel Form (available from

<http://www.uq.edu.au/current-staff/index.html?page=11060&pid=10998>

irrespective of the source of funding, other than when on vacation, has been completed and forwarded to Central Personnel or Faculty HR Office

Signed:.....**Date:**.....

When applicable leave noted and processed by Faculty HR Officer

Signed:.....**Date:**.....