|  |  |
| --- | --- |
| **Name:** |       |
| **Manager/Supervisor:** |       |

**Astronomy Unit, School of Physics and Astronomy: Staff & PGR Students
Authorised Absence (Part A) and Annual Leave (Part B)**

**PART A: PAID AUTHORISED ABSENCE (LESS THAN ONE MONTH)**

*Requests for funding from School or EDA should be made by email to AU Director before completing this form.*

*Students should discuss funding with their supervisor before completing this form.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **From:** |       | **To:** |       | **Number of working days:** |       |
| **Activity**(and personal contribution, eg talk, poster) |       |
| **Contact****details** |       | **Tel no:** |       |
| **ESTIMATED COSTS** | **FUNDING** |
| **Travel:** |       | **Source** | **Amount** |  |
| **Subsistence:** |       | **Res. grant** |       | **Grant:** **Account:**       |
| **Other:** |       | **External** |       | **Source:**       |
| **Total:** |       | **School** |       |  |

**PART B: REQUEST FOR ANNUAL LEAVE**

*Requests for annual leave must also be made on the MyHR website, with the same information as below*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **From:** |  | **To:** |  | **Number working days:** |  |

**PART C: SUBSTITUTES (To be completed in all cases)**

*You should normally make arrangements to cover duties including teaching modules, lectures, classes, marking, research student supervision, project supervision, administration duties etc.*

|  |  |
| --- | --- |
| **Activity (Lectures, classes, advising, PGR students, exam boards etc)** | **Substitute** |
|       |       |
|       |       |
|       |       |
|       |       |

|  |  |  |
| --- | --- | --- |
|  | **SIGNATURES** | **Date** |
| **Applicant** |  |  |
| **Line Manager/Supervisor** |  |  |
| **Director, Astronomy Unit (for HoS)** |  |  |