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